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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 12, 1996

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 12, 1996 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Sloan
Mr. Kauffelt	Mr. Smith
Mr. Moss	Dr. Wallace
Mr. Ray	Mr. Walters

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. T. D. Kauffelt, Second Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Library Director read a letter of resignation recently received from Mrs. Lottye Russell to the Board of Directors, which is attached to the minutes of

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this meeting. It was agreed that appropriate acknowledgment of this resignation needs to be made.

Approval of Minutes. Upon a motion by Dr. Wallace, seconded by Mrs. Sloan, and unanimously carried, the Minutes of the July 12, 1996 annual meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Dr. Wallace, seconded by Mr. Moss, and unanimously carried, the payment of Book Bills in the amount of $38,812.51 and General Bills in the amount of $119,410.14 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,862.59 duly certified and approved in accordance with the Bylaws and on motion of Dr. Wallace, seconded by Mr. Moss, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July 1996, included were the following:

July was a busy month with a number of summer reading programs presented. The theme "Wild about

Reading" resulted in a wild and wide variety of programs. A sample of these programs included: For school age children, Patty Bergeron of the Children's Department, presented "Adventures on the High Seas" about pirates at different locations throughout the system. The library's first organized monkey races involved 100 participants in a St. Albans program. Over 200 attended a family program at St. Albans on weather presented by Tony Maniolfi of WCHS. Also, a pet care program was offered by Rachel Cooper and was well attended at the Elk Valley Branch. Her puppies were very popular with the audience.

However, the most popular program this summer was once again the live appearances of snakes. For the third year the very successful and exciting "Snakes Alive" science program was held on 12 separate occasions at eight locations with over 1,500 children and adults in attendance.

Last year at this time we reported that circulation of materials fell by 9% due in part to the extreme heat and parking situation at Charleston. I am happy to report that this July circulation system-wide increased 13%. Some examples of increased usage: Audiovisual 32%; Children's Services 28%; Sissonville 23%; Elk Valley 20% and Dunbar 18%.

The Bookmobile once again appeared in the Riverfest Parade in St. Albans.

Several staff members attended a workshop entitled "Using the Internet: Beyond the Basics" and one staff member attended "Creating a World Wide Web Page". These workshops were offered by the School of Library and Information Science at the University of Pittsburgh.

VolunTEENS have again played a major role in assisting the staff this summer. Literally thousands of hours have been donated. System-wide 127 teens volunteered over 1,700 hours in July.

KCPL participated with an information table at each of the Sunrise Museum Science Saturdays in July. On July 13 the Bookmobile was available to those attending the program. Terri McDougal coordinated KCPL's participation at these programs.

Reports of Committees.

1. Financial Affairs Committee. Mr. Smith, Assistant Chair, reported that a meeting of the Financial Affairs Committee was held August 8, 1996 to consider the following:

A. Furniture & Equipment. After discussion and upon a motion by Mr. Smith, seconded by Mr. Walters, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to seek bids/quotes for the furniture and equipment listed below and to purchase the same from the lowest responsible bidder.

	ITEM	ESTIMATED COST
1.	CD-ROM rack	$30,000.00
2.	Wide Area Network Facilities for new Cross Lanes Branch Library and computer cabling for various locations	29,000.00
3.	LCD panel	5,000.00
4.	Computer equipment for various departments	52,500.00
5.	Replace carpet with tile on 1st floor of Charleston Library	12,000.00
6.	Vehicle replacement	18,000.00
7.	Shelving for Audio Visual Department expansion	10,000.00
	TOTAL	$156,500.00

B. Sale of Surplus Vehicles. After discussion and upon a motion by Mr. Moss, seconded by Dr. Wallace, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer be authorized to publicly advertise, in the Charleston newspapers, the surplus 1984 Chevrolet Blazer and 1985 Pontiac Sunbird, and to sell said vehicles to the highest bidder if, in their judgment, an adequate bid is received; and

FURTHER RESOLVED, That if an inadequate bid is received for either or both vehicles then the Library Director and the Administrative Services Officer may dispose of said vehicle(s) by transferring ownership to the surplus property agency of the Kanawha County Board of Education or State of West Virginia.

C. Consideration of carry forward request for FY 1996/97. Mr. Smith gave a brief overview of the items listed below to be carried forward. Upon a motion by Mr. Smith, seconded by Mr. Sloan, and unanimously carried, the following resolution was adopted:

RESOLVED, That the amounts listed below which were unexpended during FY 1995-96 are hereby authorized to be carried forward into the budget for FY 1996-97.

LINE ITEM	TOTAL AMOUNT
Employee Assistance	$ 4,000.00
Collection Materials	54,900.00
Reserve for Collection Improvement	60,000.00
Capital Expenditure Reserve	549,636.00
Copier Expense	6,911.00
Equipment Repair and Maintenance	1,516.00

Postage	1,958.00
Printing	2,942.00
ADA Furniture and Equipment	4,000.00
Library Supplies	10,339.00
Book Sale	10,023.00
Professional Fees	2,555.00
Furniture and Equipment	14,500.00
Automation Repairs and Maintenance	5,438.00
Automation Equipment	5,002.00
Building Improvements	18,900.00
Vehicle Purchase	18,000.00
Personnel-Substitutes	6,000.00
TOTAL:	$776,620.00

D. Special Project Grant for the Cross Lanes Library building project. Upon a motion by Mr. Smith, seconded by Mr. Walters, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors hereby authorizes the Director to accept a Special Project Grant for the Cross Lanes Library building project in the amount of $15,000 from the West Virginia Library Commission; and

BE IT FURTHER RESOLVED, That the FY 1996-97 be amended to reflect the $15,000 increase in income and that the budget of the Cross Lanes Branch Library be increased by $15,000 for the building project.

2. Personnel Committee. After discussion and upon a motion by Mr. Smith, seconded by Mr. Walters, and unanimously carried, the following resolution was adopted:

RESOLVED, That five members be authorized to attend the LITA/LAMA National Conference in Pittsburgh, PA

October 13-16, 1996 and the expenses be paid in a aggregate amount not to exceed $5,500.00

At this time Mr. Smith addressed the Chairman and stated that he believed the next issue to be a question that should be considered in an Executive Session. The Chair ruled that the question was one of privilege to be entertained immediately. Upon a motion by Mr. Smith, seconded by Mr. Moss, and unanimously carried, the Board entered into an Executive Session. After discussion and upon a motion by Mr. Smith, seconded by Mr. Moss, and unanimously carried, the Board came out of the Executive Session. The meeting resumed and took up the next item of business.

Old Business.

Library Building Projects. Ms. Wright gave the Board a brief update on ongoing building projects at Cross Lanes, Sissonville and Riverside High School.

New Business.

Staff Development Day. September 11, 1996. The Library Director reminded everyone of this event to be held

at the John XXIII Pastoral Center, Charleston, West Virginia.

Regatta Book Sale. August 24 & 25, 1996. The Library Director reminded everyone of this event to be held at the Charleston Civic Center in conjunction with The Charleston Sternwheel Regatta and the Taste of Charleston.

There being no further business, the meeting adjourned.

E. D. Kauffeat
Second Vice President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 9, 1996

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 9, 1996 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Rugeley
Ms. Chilton	Mr. Stewart
Mrs. Glasser	Mrs. Sloan
Mr. Kauffelt	Mr. Smith
Mr. Ray	Mr. Walters
Mr. Rolston	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Library Director read a letter recently received from a patron complimenting the

outstanding service that had been rendered by the Reference Department.

Welcome. Mrs. Rugeley welcomed Mr. David Stewart who is returning to the Board. Mr. Stewart will replace Mr. Reustle who had recently resigned.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mr. Ray, and unanimously carried, the Minutes of the August 12, 1996 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Walters, seconded by Mrs. Glasser, and unanimously carried, the payment of Book Bills in the amount of $64,198.40 and General Bills in the amount of $86,390.50 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,670.56 duly certified and approved in accordance with the Bylaws and on motion of Mr. Walters, seconded by Mrs. Glasser, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August 1996. Included were the following:

The end of the Summer Reading program was celebrated by a Finale held at Shawnee Park on August 2. Approximately 300 children and parents enjoyed a beautiful summer evening with games, face painting, a clown and karaoke.

The following week on Saturday, August 10 the Extension Department staff along with some staff from several other Charleston Departments held a program at Quincy Center to highlight the Bookmobile and its services as well as the plans for the joint facility at Riverside. This event was well received by those attending.

The annual Regatta Book Sale was again held at the Civic Center. The revenue from the sale was over $15,600. The Book Sale Committee with a number of other staff assisting are responsible for this event. The Bookmobile was a part of the Regatta Parade.

Although programming decreases in August after the accelerated pace of June and July, two programs held in August had very good attendance. In the Charleston Children's Department a Saturday program presented by the Kanawha Valley Train Club drew over 60 adults and children. In Marmet the program a "Wolf in the Library" had an enthusiastic audience of 70 adults and children.

Several other outreach efforts occurred in August. The Library had an exhibit at CAMC's 55 Plus Fair. The Library had exhibit tables at five different locations during the in-service training workshops held for teachers before school began. In addition Terri McDougal and Kim Dankovich made presentations at the school librarians in-service program.

Plans and information about the new Cross Lanes Branch facility were exhibited at Andrew Jackson's Open House Night. Richard Ressmeyer, Alice Riecks and I spoke to a number of parents and students and distributed the fund raising campaign brochure.

The exterior of the Marmet Library was repainted in August.

An orientation guide for new staff members was printed and distributed. This guide was compiled by a hard working committee of staff members working in tandem with the Human Resources Department.

In-service workshops were offered to KCPL staff on paperback entry by the Technical Services Department and fall children's resources and storytime planning by the Children's Services Department.

The Library Director also reported that she had participated in the Groundbreaking Ceremony for the new Riverside High School. A Plaque was presented to the Library which reads: *The Board of Education of the County of Kanawha Recognizes with appreciation Kanawha County Public Library for vision, dedication and support that have contributed to making the dream of Riverside High School a reality - September 1996.*

Reports of Committees.

1. Public Services Committee. Ms. Wright reported on the following:

A. Operating Budget Shortfall for St. Albans Branch. A letter was sent to the Mayor of St. Albans as to

the funding shortfall from the City of St. Albans and a copy of the letter is hereby attached to the minutes of this meeting. As outlined in the letter and being that there has been no response from the Mayor's office, it was the consensus of the Board to send out a news release on September 18, 1996 informing the public of this situation and the measures that will be taken in order to balance the operating budget for the St. Albans Branch Library.

B. Blind and Physically Handicapped Service. After discussion and upon a motion by Mr. Walters seconded by Mr. Kauffelt and unanimously carried, the following resolution was adopted:

RESOLVED, That the action taken by the Board of Directors at its meeting of December 11, 1995 with regard to Blind and Physically Handicapped Services is voided, and;

RESOLVED FURTHER, That the West Virginia Library Commission be informed that effective November 1, 1996 the Kanawha County Public Library will provide direct service to new Blind and Physically Handicapped patrons who reside in Kanawha County and refer patrons from other counties to the West Virginia Library Commission for this service.

C. Hours of Operation at the Clendenin branch library. After discussion and upon a motion by Mr. Smith,

seconded by Mr. Ray, and unanimously carried, the following resolution was adopted:

RESOLVED, That the hours of operation at the Clendenin branch library be increased from the present 28 hours per week to 31 hours per week effective October 1, 1996.

D. Credit Bureau - After discussion and upon a motion by Ms. Chilton, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer be authorized to use a credit bureau in relation to patrons who have long overdue library materials.

E. Young Adult Library Card Applicants. The issue of responsibility for long overdue library materials taken out by 1-18 year olds was discussed. Currently these teens do not need a parent/ guardian's signature for a library card. However, under state law they are considered to be minors. After discussion it was suggested that staff try to develop a mechanism to monitor the rate of overdue materials for this age group. The question of a separate card for this age group was referred to the Public Services Committee for further study.

F. Fine Free Day. After discussion and upon a motion by Ms. Chilton, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to allow one fine free day per month per library unit in addition to the fine free weeks established by West Virginia Statute Chapter 10, Article 1, Section 11.

2. Personnel Committee. After discussion and upon a motion by Mrs. Glasser, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That two staff members be authorized to attend the ALSC/ALTA National Conference In Milwaukee, Wisconsin, October 24-26, 1996 and the expenses be paid in an aggregate amount not to exceed $2,500.00

3. Membership Committee. Ms. Chilton presented one new candidate for membership to the Board of Directors, Ms. Sharon Hemmings. Ms. Hemmings is currently serving as Co-chair of the Riverside High Community Council and is an active library patron. Ms. Hemmings resides in Cedar Grove.

Upon a motion by Mrs. Glasser, seconded by Mr. Smith, and unanimously carried, it was moved that Ms. Hemmings, be nominated, and that a letter seeking approval of this appointment for a term ending in 2002 be sent by the Library Director to the Kanawha County Board of Education.

Old Business.

1. Legal action - County Commission. Mr. Kauffelt presented an update on this matter.

2. South Charleston Update. Mrs. Rugeley gave a brief summary of this issue. The South Charleston Task Force continues to meet to seek ways to address possibilities for collaborative efforts between Kanawha County Public Library. Joint projects in the area of technology have been considered but grant funding has not yet been approved. Mrs. Rugeley advised the Board that the South Charleston City Council may mount a legislative initiative concerning the formula in the Library's Special Bill and funding for the South Charleston Public Library. A report will be forthcoming from the South Charleston Task Force.

New Business.

1. Discussion of logistics about how to convey more information to the Board on given topics. Mrs. Rugeley asked the Board to begin to think about areas that could be addressed to keep the Board knowledgeable about upcoming issues. It was the consensus of the Board of Directors to

meet 30 minutes before the October 14, 1996 meeting to discuss legislative issues.

2. Appointment of Committees. The Board of Directors Standing Committee and Ad Hoc Committee listing for 1996/97 was distributed along with an updated Board member listing.

Forthcoming Events.

1. September 11 - Staff Development Day. The Library Director reminded everyone of this event to be held at the John XXIII Pastoral Center in Charleston, West Virginia.

2. October 19 - West Virginia Library Association (WVLA) Trustees Meeting in Huntington, West Virginia

3. October 25 - Imagination Celebration at the Capital Cultural Center Theatre.

4. November 2 - Library Foundation's Silent/Live Auction at the Dunbar Branch Library

There being no further business, the meeting was adjourned.

Virginia W. Rugeley

President

Linda S. Knight

Secretary

Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301
(304) 343-4646
fax: (304) 348-6530

Clendenin Branch Library
(304) 548-6370

Cross Lanes Branch Library
(304) 776-5999

[illegible]bar Branch
[illegible]ary
(304) 766-7161

Elk Valley Branch Library
(304) 965-3636

Glasgow Branch Library
(304) 595-3131

Marmet Branch Library
(304) 949-6628

St. Albans Branch Library
(304) 722-4244

Sissonville Branch
[illegible]ary
[illegible]) 984-2244

August 22, 1996

The Honorable Eddie Bassitt
Mayor of City of St. Albans
St. Albans, West Virginia 25177

Dear Mayor Bassitt:

At a meeting of the Kanawha County Public Library (KCPL) Board of Directors on August 12, 1996 the Board took action in regard to the operating budget for the St. Albans Branch. For the fourth year in a row the City of St. Albans has elected not to increase its contribution towards the operation of the library, even though the City's budget has increased by 22.5% during these three years. During that time the cost of operating the branch has increased by 21.4%. In addition to circulating on average over 13,000 items each month there has been significant maintenance done to the building, and new services begun (such as the circulation of music CD's and an access terminal to the Internet) during the past three years.

The library system, like the City, has to operate with a balanced budget. In addition we have to be responsive to various Library situations in nine different communities in the County. In the past three years KCPL has chosen to absorb the difference in dollars between what the library system requested and the City of St. Albans approved, while trying to increase communications with City Council. In cooperation with the St. Albans Library Board a meeting was held last November for all members of City Council to come and learn more about what the library had to offer and the use it has by the citizens of St. Albans. Only one City Council member responded to the invitation, and his attendance was very brief. At our request we later met with the Finance Committee of City Council to explain the library's budget proposal and the necessity of increased funding.

In fairness to the communities who have continued to provide financial support at the level requested, and as the difference between what has been requested from the city and what has been approved has now grown to almost $14,000, the library system has no choice but to reduce services in order to operate the St. Albans Branch within the budget. In order to achieve a balanced budget the library system will be taking the following action for Fiscal Year 1996/97:

1. As St. Albans is the only branch to offer Sunday service, and as that service is offered in coordination with staff from almost all other branches in the system rotating in to work in order to provide Sunday service to St. Albans, we believe this extra level of service cannot be continued. Therefore, for Fiscal Year 96/97 Sunday hours will not be available from October through April.

2. Effective October 1, 1996 the hours on Thursday will change from the current schedule of 10-9 to 1-9.

3. The addition of a second terminal for access to the Internet had been planned. This terminal will not be implemented.

4. A remodeling project to improve the work space for the staff that would have improved the efficiency for serving the public will not be undertaken.

KCPL is committed to delivering the best possible service to the citizens of Kanawha County; therefore cutting services is not something we do hastily or without a great deal of thought. However, we also have a responsibility to use public dollars wisely and to maintain a balanced budget, and after three years of underfunding for the St. Albans branch library we are forced to take action. If the St. Albans City Council could find a way to restore its funding to the requested level, we would be happy to reconsider our decision. I'm sure Council members would agree with us that no one wants to see the citizens of St. Albans, who are deservedly proud of their fine library, have to suffer a cutback in library services.

Since library patrons need timely notification of the change in hours scheduled for October 1, a news release is planned for September 18.

If you would like to discuss this matter or have any questions about this action, please contact the Director of the Kanawha County Pubic Library.

Sincerely,

Linda G. Wright

LINDA G. WRIGHT
Library Director

Sincerely,

Virginia H. Rugeley

VIRGINIA H. RUGELEY
President, Board of Directors

cc: Members of St. Albans City Council
St. Albans Library Board

LGW:ds

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 14, 1996

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 14, 1996 at 4:00 p.m. in the John V. Ray room of the Library.

The following members were present:

Dr. Bailey	Mrs. Rugeley
Ms. Chilton	Mrs. Sloan
Mrs. Carter	Mr. Smith
Mr. Kauffelt	Mr. Stewart
Ms. Poffenbarger	Ms. Thomas
Mr. Ray	Mr. Walters
Mr. Rolston	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Welcome. Mrs. Rugeley welcomed two guests: Mrs. Sharon Hemmings, who has been nominated as a Kanawha County

Public Library Board Member; and Mr. Brian Glasser, a new appointee to the State Library Commission.

Correspondence. The Library Director read a letter recently received from a patron complimenting the outstanding service that had been rendered by Reference Librarian, David Schau.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the September 9, 1996 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Thomas, seconded by Ms. Poffenbarger, and unanimously carried, the payment of Book Bills in the amount of $47,322.19 and General Bills in the amount of $117,667.75 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,113.05 duly certified and approved in accordance with the Bylaws and on motion of Ms. Thomas, seconded by Ms. Poffenbarger, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September 1996. Included were the following:

- Staff Development Day was held on September 11 with 130 staff in attendance plus four staff members from South Charleston. Twenty classes were offered. I appreciate the Board members who attended and all the work done by Marsha Holliday, Human Resources Manager, in organizing this event, and all the staff members and Mrs. Rugeley who made presentations or assisted with the set up.

- I conducted a session on September 9 at the Cross Lanes Branch Library about the plans for a new library building in Cross Lanes. Following the session, there was an informal questions and answer session. Eleven people attended this session.

- Richard Ressmeyer and Alice Riecks were at the Cross Lanes Branch Library on Thursday, September 27 to answer questions about the plans for a new building in Cross Lanes. Richard, Alice and I shared responsibilities for having information tables about the Cross Lanes Building Campaign at parent nights or at PTA meetings at Nitro High and Point Harmony and Cross Lanes elementary schools.

- Reference transactions were up by approximately 11% from September 1995, mostly due to a 19% increase in telephone transactions. Requests for magazines were also up by 40%.

- A personal computer was installed at the telephone Reference desk allowing staff to use the Internet, Proquest and FirstSearch for telephone Reference transactions. Approximately 1,300 people used the Internet computers at the Charleston Library during September.

- The Pubic Relations department organized displays and handouts and staffed the exhibit at the CAMC Baby Shower, which was attended by more than 500 expectant mothers and families.

- Public Relations finalized the teacher's newsletter, and distributed them to all teachers and administrators in the Kanawha County Schools, to the superintendent, and to teachers in private schools.

- Many locations had library card sign up tables at various schools during the month as well as some community locations. New patrons added for the month of September systemwide total 1,327.

- A book discussion program entitled "Exercise Your Mind" has begun at Charleston. It is led by Carol Campbell.

- The Dunbar Branch Library offered some interesting programs in September. To promote "National Ice Cream Month" a twelve foot ice cream sundae was created and devoured in the lobby area of the building). Also the Booksale/Dunbar Homecoming events were held and included a 90 foot whale, storytelling, and library card sign-up outside the building. Dunbar also began to offer public access to the Internet in September.

- The staff of the Automation Department held three different training sessions attended by over 70 staff members.

- Elizabeth Fraser and Richard Ressmeyer offered an all day workshop entitled "Research and Writing for Fund Raising" for libraries and other non-profits that highlighted the Foundation Center materials and gave tips on grant writing. Forty-five people attended this program.

Reports of Committees.

Personnel Committee. After discussion and upon a motion by Dr. Bailey, seconded by Ms. Thomas, and unanimously carried the following resolution was adopted:

RESOLVED, That twenty-three staff members be authorized to attend the 1996 West Virginia Library Association Conference at the Radisson Hotel in Huntington, West Virginia on October 17-19, 1996 and the expenses be paid in an aggregate amount not to exceed $3,600

Old Business.

City of St. Albans. It was reported that a letter had been received from the Honorable A. Eddie Bassitt, Mayor of the City of St. Albans. This letter came in response to a letter and subsequent press release from the Board of Directors regarding the City's library funding shortfall and the action taken by the Board of Directors. A copy of the letter and press release is hereby attached to the minutes of this meeting.

Cross Lanes. Ms. Norma Brick, a member of the Cross Lanes Advisory Board, was introduced. A brief discussion of the proposed expansion at Cross Lanes followed.

New Business.

Legislative issues. The Board discussed possible alternatives to making legislators aware of the Library

services and the plans the Library has for the immediate future.

Forthcoming Events.

1. October 19 - West Virginia Library Association (WVLA) Trustees Meeting in Huntington, West Virginia

2. October 25 - Imagination Celebration at the Capital Cultural Center Theatre

3. November 2 - Library Foundation's Silent/Live Auction at the Dunbar Branch Library

There being no further business, the meeting was adjourned.

Virginia N. Rugeley
President

Secretary

OR
die Bassitt
MacCorkle Avenue
ans, WV 25177

City of St. Albans

P.O. BOX 1488 - ST. ALBANS, WEST VIRGINIA 25177

Telephone Numbers:
Mayor's Office . . (304) 727-2971
City Hall 722-3391
Police & Fire Depts. . . 727-2251
Building Department. . 727-2962
Parks & Recreation . . 722-4625
Public Works 722-4259

September 16, 1996

Kanawha County Public Library
Attn: Linda Wright
123 Capitol Street
Charleston, WV 25301

Dear Ms. Wright:

Your lengthy letter to me dated August 22, 1996 required some investigation and research prior to formulating a reply which accounts for my delay. The operation of a municipality is many faceted and not all other levels of government appreciate that. Cities have to constantly respond to mandates from federal and state agencies whose demands are almost always unfunded. To meet the expectations of its own citizens, each city needs to obtain and maintain equipment and hire and train personnel. To accomplish this a budget process is engaged in whereby a final budget (subject to review by the State Tax Department) is arrived at by a vote, in open session, of the City Council.

Effective January 1995 the City of St. Albans received an increase in its landfill cost of 112%. This, coming in the middle of a fiscal year, created havoc with the city's finances. This is just one example of the type of increase that impacts adversely throughout the budget. Therefore, while the City's budget has increased during the last three full fiscal years by 17.3% the reasons for increases are sometimes beyond the control of the City administration.

The support of the library is the same way. A review of the history of the Kanawha County Public Library and the St. Albans Library is fruitful. In the regular session of the State Legislature in 1957 the Kanawha County Public Library was established by Chapter 178 of the Acts of the Legislature. It was an act that

involved the County Board of Education, the County Court (Commission) and the City of Charleston. An eighteen member board of directors, appointed by the Board of Education, was created to run the library. To financially support the public library the supporting governing authorities were required to lay annual levies.

Almost immediately, this act was challenged and in early 1958 the West Virginia Supreme Court of Appeals in the case of Kanawha County Public Library v. The County Court of Kanawha County, 143 W. Va. 385 determined the act was constitutional and ordered the county court to comply with the act. One of the issues was the exclusion of county input as to management. The Court through Justice Browning stated "Perhaps it would have been wise for the act to have provided that all who contributed should have a voice in the management of the library." The Court refused to give any weight to this issue. Therefore, the issue is legislative not judicial. It is well to note that during this time the people of St. Albans were aggressively moving forward in their efforts to raise money for construction of a library in St. Albans.

In 1976 there was an agreement, that did not include the city government of St. Albans, between the Kanawha County Public Library and the St. Albans Public Library whereby the library was to be conveyed to Kanawha and future funding by the city government.

For the most part the city government has endeavored to meet the requests but the library is only one of many units providing services to the citizens of St. Albans. Each other unit has had to make adjustments also in its ability to provide service. The library should be no different.

The major difference is that the other units all have spending controls imposed on them by the City Council. Such is not the case with the library.

Therefore, it seems clear that it is time for the 1957 Act to be revisited, that there be input from the governing authorities (all of them) that are to provide financial support, and that the Kanawha County Public Library budget be formulated by representatives of such governing authorities as well as overall management.

I request that you join with me in drafting legislation to accomplish these goals in time for the next session of the Legislature.

Very truly yours,

A. Eddie Bassitt

A. Eddie Bassitt
Mayor

AEB/blc

wha County
c Library
apitol Street
ston, WV 25301
43-4646
04) 348-6530

enin Branch
48-6370

Lanes Branch
76-5999

r Branch
66-7161

ley Branch
65-3636

w Branch
95-3131

t Branch
49-6628

ans Branch
22-4244

ville Branch
84-2244

September 18, 1996

NEWS RELEASE

For more information
Cindy Miller, 343-4646

FOR IMMEDIATE RELEASE

Officials of the Kanawha County Public Library system announced this week that various measures are being taken at the St. Albans Branch Library because funding from the City of St. Albans has not increased in four years.

The amount of funding requested from the City is based on property tax valuations. The City has annually contributed $42,468 since 1993, but the St. Albans Library budget has been increasing approximately $20,000 each year with a $357,000 budget planned for the 1996-97 fiscal year. The Library had requested $56,377 for the 1996-97 fiscal year, but the City's budget does not indicate an increase for this year either.

Despite the fact that the St. Albans Branch Library is one of the most heavily used in the county system, officials need to balance the budget and will have to reduce hours of operation including staying closed on Sundays this fall when they have been opened in the past and changing Thursday hours to 1-9 p.m effective October 1. Other changes include: delaying purchases of additional computer terminals for the Internet, freezing one unfilled part-time position and delaying a remodeling project which calls for relocating the staff lounge to allow more work space. "Unfortunately, taking these measures will have some impact on our service to the public. But after absorbing the shortfalls from the City for three successive years, we believe we can no longer continue to do so. We must make our expenditures balance with our revenue. These measures will accomplish that," said Linda G. Wright, KCPL Director.

Not only does the library's budget increase each year but its usage does too. During the past 12 months, the St. Albans Library had 132,000 patron visits, circulated nearly 160,000 items and processed more than 38,000 reference inquiries. Additionally, more than 1700 children attended programs at the library.

-30-

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 11, 1996

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 11, 1996 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Ms. Carter	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Ms. Hemmings	Mrs. Sloan
Mr. Kauffelt	Mr. Smith
Ms. Poffenbarger	Ms. Thomas

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Library Director read the following correspondence.

1. A letter from Kanawha County Schools approving the appointment of Ms. Sharon Hemmings to the Kanawha County Public Library Board of Directors. This letter is hereby attached to the minutes of this meeting.

2. A letter from Mr. James F. Brown, III., Esq. thanking the Library for dedicating a reference set entitled the Encyclopedia of Post Colonial Literature in English in memory of his mother Mrs. Hester Newhall Brown. Mrs. Brown served as a member of the Kanawha County Public Library Board of Directors from 1951 to 1981.

3. Mrs. Rugeley noted that she had received a note of thanks from Mr. Brian Glasser for inviting him to attend a recent meeting of the Board of Directors. Mr. Glasser is a newly appointed member of the West Virginia Library Commission.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded, by Mr. Smith, and unanimously carried, the Minutes of the October 14, 1996 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Poffenbarger, and unanimously carried, the payment of Book Bills in the amount of $57,610.20 and General Bills in the amount of $69,938.74 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $524.93 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Ms. Poffenbarger, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October 1996, included were the following:

> The Technical Services Department processed over 4,200 items in October. This is considerably higher than average and is quite an accomplishment given that the Department had a vacant full-time position and another staff member on medical leave for more than half the month.
>
> Activity involving the schools increased in October as the school year settled into place. 38 classes with over 800 students visited various locations, particularly Charleston and St. Albans. Efforts were made by library staff to go out into the schools. For example, Terri McDougal, Head of Children's Services, presented book-talking sessions to

several sixth grade classes at Charleston Catholic and she presented a session on read aloud techniques to a Family Resources class at Horace Mann that will be reading on a weekly basis to a local daycare. Nineteen faculty members from Clendenin Middle School spent part of their in-service training day at the Clendenin branch for a tour and an overview of how the library system can assist with assignments. Elk Valley librarian, Susanna Holstein, visited 11 classrooms and one after school program during October to promote library programs and tell stories. In addition Cindy Miller, Public Relations Officer, taped the first half hour segment of our new program on the Kanawha County Schools cable channel. Two half hour programs will be taped each month. The programs will initially air Monday, Wednesday, and Friday at 7:00 PM and Saturday and Sunday at 9:30 AM.

Other community activities during October included a booth at Cavalcade of Trade and the annual Imagination Celebration. Over 350 children and adults attended this year's Celebration. Bookmobile staff members Mary Jane Hicks, Darrell Mack, and Willard Reynolds promoted the Bookmobile and other library services at the Children Family First Exposition at the Civic Center. The library's mascot, Library Lynx, also made an appearance at each of these events.

The two best attended programs were the annual Halloween storytelling program presented by the Clendenin Library Board and staff, which had over 130 in attendance; and a similar program which was offered for the first time this year at Elk Valley and had over 60 children and adults attending.

Report of Committees:

1. Financial Affairs Committee. Mr. Ray reported on the following items:

A. Outstanding Checks. A copy of the list of Outstanding Checks is hereby attached to the minutes of this meeting. After discussion and upon a motion by Mr. Ray, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library authorize the Kanawha County Board of Education to cancel the outstanding checks as submitted to this meeting with the proviso that a check may be reissued should a valid claim arise.

B. Request to Declare Bookshelves Surplus. After discussion and upon a motion by Mr. Ray, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to advertise and sell by sealed bid bookshelves that are deemed to be surplus equipment no longer of any use to the Library.

2. Membership Committee. Ms. Thomas presented one new candidate for membership to the Board of Directors, Ms. Pamela Dawn Tarr. Ms. Tarr holds a "B.S" and "B.A", Cum Laude from West Virginia University (WVU) and a J.D. from WVU. She is currently employed at the Workers' Compensation Office of Judges (part-time) and was previously a partner with the law firm of Jackson & Kelly. She has

also served as an Assistant Prosecuting Attorney for Kanawha County. Her community involvement includes: past Chairperson of Read Aloud West Virginia of Kanawha County, a volunteer reader at Overbrook Elementary, and a member of public television's Read to Learn Task Force. Ms. Tarr is a resident of Charleston. Ms. Tarr, if approved, would fill the unexpired term of Mrs. Lottye Russell.

After discussion and upon a motion by Ms. Thomas, seconded by Ms. Chilton, and unanimously carried, it was moved that Ms. Tarr, be nominated, and that a letter seeking approval of this appointment for a term ending on June 30, 1997, be sent by the Library Director to the Kanawha County Board of Education.

Old Business.

1. Saint Albans. Mrs. Rugeley reported that there have been several meetings with the St. Albans Board, St. Albans City Council, and the Finance Committee of the City Council over the past three weeks about the shortfall in funds from the City for the contribution towards the operation of the St. Albans Branch Library. Information has been exchanged at these meetings that will help each of the participants in the discussion have a better understanding

of various facts and situations. Future discussions are planned.

2. South Charleston. Mrs. Rugeley stated that the Library Director and Administrative Services Officer are currently putting dollar values on the services that Kanawha County Public Library provides to the South Charleston Public Library.

3. Meetings with Legislators. Mrs. Rugeley reported that a meeting was held on November 7th with Senator Martha Walker at which time she was presented a background of library services and current issues. Other meetings with legislators will be scheduled to discuss library related matters.

4. Jacobson Endowment. At a meeting of the Cross Lanes Branch Library Board on September 25, 1996 a question was raised by Mr. W. Kent Carper, County Commissioner, about the possible use of the interest earned from the Jacobson Endowment for the new branch buildings we have planned. The Library pursued this question and asked for an opinion from Mr. Thomas G. Freeman, II of the law firm of Jackson & Kelly. Mr. Freeman has now rendered his opinion and a copy is hereby attached to the minutes of this meeting. It is his opinion

that "a distribution from the endowment fund for capital improvements to a branch of the Kanawha County Public Library is not permitted." A letter informing Mr. Carper of this legal opinion will be mailed as soon as possible.

5. Lawsuit with the County Commission. Mr. Kauffelt reported that this issue is proceeding.

New Business.

1. Computer Training for Board members. Mr. Smith proposed that basic computer training on the Internet be offered for Board members. After discussion it was agreed that there was a majority interest in this type of training. The Library Director will work with staff and Board members to formulate a training schedule that is convenient for both.

2. Possible Volunteers for the Library. Mr. Smith suggested that the Library consider the possibility of submitting concept paper (deadline end of November 1996) to the National Commission for Community and Volunteer Service to see if Kanawha County Public Library would qualify for Americorps volunteers. It was agreed that more background information would be needed concerning this program.

3. Branch Open Houses. The schedule for the upcoming Branch Open Houses was distributed.

4. Holiday Reception. Ms Wright proposed that two Board/Staff holiday receptions be held in December. One reception would be held in Charleston and another at Elk Valley, with dates still to be determined. The Board will be informed of the dates and times as soon as arrangements are completed.

There being no further business, the meeting was adjourned.

Virginia M. Cayton
President

Linda G. Wright
Secretary

Kanawha County Schools
200 Elizabeth Street, Charleston, West Virginia 25311-2119 • Phone (304) 348-7732 • FAX (304) 348-1934
Jorea Marple, Ed.D., Superintendent

October 21, 1996

Mrs. Linda G. Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

Dear Mrs. Wright:

In action taken by the Kanawha County Board of Education on Thursday, October 17, 1996, Mrs. Sharon Hemmings was unanimously approved for a six-year term, ending June 30, 2002, on the Kanawha County Public Library Board of Directors. This is in keeping with your request to approve the resolution adopted by the Library Board of Directors on September 9, 1996.

Sincerely,

Jorea Marple, Ed.D.
Superintendent of Schools

bje
cc: Kanawha County Board of Education

LAW OFFICES OF
BROWN AND PEYTON
SUITE 1000 ONE VALLEY SQUARE
P. O. BOX 88
CHARLESTON, WEST VIRGINIA 25321-0088
TELEPHONE (304) 343-5501
FAX (304) 343-6695

JAMES F. BROWN, III
ANGUS E. PEYTON

OF COUNSEL
ROBERT H. SKEEN, JR.
JAMES F. BROWN, IV

November 7, 1996

Linda G. Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Linda Wright:

What a pleasure to hear from you that the reference set entitled the Encyclopedia of Post Colonial Literature in English will be dedicated in memory of my mother Hester Newhall Brown. She thoroughly enjoyed and profited from her service on the Board of Directors and kept many of the copies of the minutes of the meetings.

I tried to call you once to ask your advice about how to restore some of the very old volumes of books we have in the family and may try to do so again. Are there any volumes the library is particularly interested in acquiring?

I often stop by the brass plaque on the front of the Library Building on by way to look at a book.

Sincerely,

James F. Brown III

James F. Brown, III

JFB,III/aby

cc: James F. Brown, IV

OUTSTANDING CHECKS

January 1, 1995 - December 31, 1995

DATE	NAME	CHECK#	AMOUNT
08/25/93	Idair Smookler	332103	$ 152.76
09/24/93	Linda Spaulding	332371	15.18
08/25/94	Idair Smookler	335368	158.75
01/25/96	Idair Smookler	336792	158.75
12/08/95	Sylvia N. Grandal [1]	339757	736.01
02/14/95	Ken Ward	455013	5.00
02/14/95	Monica Groom	455022	2.95
03/14/95	Lisa Harlow	455234	11.00
03/14/95	WV Northern Community College [2]	455274	24.60
05/09/95	Mark Draper	455716	7.95
06/27/95	Bell Atlantic Merridan [3]	456101	1,662.00
09/19/95	WV Teachers Defined Contrib. System[4]	456676	2,330.86
	TOTAL		$5,265.81

[1] Check # 339757 was printed in error. It should have been voided and cancelled by Board of Education. Voided check in file.

[2] Check #455274 was returned to KCPL. Cancellation form was sent to the Board of Education 8/18/95 but was not removed from outstanding list. Voided check in file.

[3] Check #456101 was replaced by another check because the amount was incorrect. Cancellation form was sent to the Board of Education 7/27/95 but was not removed from outstanding list. Voided check in file.

[4] Check #456676 was manually voided by the Board of Education but was not entered into the Board of Education computer system or removed from the outstanding check list.

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TELEPHONE 304-368-2000

Jackson & Kelly is a member of Lex Mundi, a global association of more than 120 independent law firms.

November 12, 1996

Mr. Fred Ranson
Administrative Services Officer
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

Dear Mr. Ranson:

You have asked if some of the assets of the endowment fund established by Bernard H. Jacobson for the benefit of the Kanawha County Public Library may be used for capital improvements at one of the seven outlying branches of the library. We have been provided with pages 1, 14 and 15 of the August 24, 1967 trust agreement (copies attached), and for purposes of our opinion assume that they include all relevant provisions governing the endowment fund. The provisions pertinent to the issue are those of the gift itself which are as follows:

> (ii) . . . to Kanawha County Public Library, a corporation created by Chapter 178, Acts of the Legislature of West Virginia, Regular Session 1957, to be used to create an endowment fund, the income of which shall be used to purchase books as the directors of said Kanawha County Public Library may select, which books shall be designated as the "Bernard H. and Blanche E. Jacobson Collection" and shall have an appropriate bookplate therein; provided, however, that one-half (1/2) of the said fund may be used, as and when the Board of Directors of Kanawha County Public Library decides that it is needed, to construct an addition to its library building at Capitol and Quarrier Streets, in the City of Charleston, West Virginia, on the western (Summers Street) side thereof, the said addition to be known as the "Jacobson Wing."

Based upon the clear and specific language of the donor, Mr. Jacobson, in establishing the endowment fund and the lack of any circumstances known to us that provide a basis to permit a deviation from the stated purposes, we are of the opinion that assets of the endowment fund may not be used for capital improvements of an outlying branch of the library.

The endowment fund is held as a charitable trust and as such there is a fiduciary obligation that it be used for the restricted charitable purposes designated by the donor. Indeed, the West Virginia statutes governing the board of directors of public libraries contemplate and recognize that donors may designate the manner in which a fund may be used. W.Va. Code §10-1-9. The language of a trust agreement, if unambiguous, determine the terms of the trust. See IIA William F. Fratcher, Scott on Trusts § 164, at 253 (4th ed. 1987). The terms of the Jacobson gift specify that the funds may be used for only two purposes. First, and foremost, the endowment is to be used to buy books. The single exception is stated as a proviso to that primary purpose – one-half of the fund may be used to build a new Jacobson Wing on the west side of the downtown Charleston building. The single exception is very specific and the stated purposes for which the gift was intended simply do not include capital improvements at an outlying branch of the library.

There are, of course, situations where a court will allow trustees to deviate from the terms of a trust. If compliance with the terms of a particular gift is impossible or illegal, or where owing to circumstances unknown to the donor and not anticipated by him compliance would defeat or substantially impair the purposes of the trust, a deviation may be appropriate. See Restatement of Trusts (Second) § 381. However, where as here property is given for a particular charitable purpose which is legal, possible, and practical to carry out, a court will not ordinarily permit the property to be applied for other purposes even if the other purposes appear to the court to be more useful and desirable. See Scott on Trusts § 399.4, at 529.

We conclude that a distribution from the endowment fund for capital improvements to a branch of the Kanawha County Public Library is not permitted.

The opinions given are as of the date hereof. We assume no obligation to update or supplement these opinions to reflect any facts or circumstances that may hereafter come to our attention or any changes in law that may hereafter occur.

Very truly yours,

JACKSON & KELLY

By Thomas G. Freeman II
Thomas G. Freeman, II

TGF/JGB/mb/CHASFS3:52868
Attachments

CHRISTMAS OPEN HOUSE SCHEDULE

December 3rd, Tuesday, Sissonville - 6:30pm

December 5th, Thursday, Clendenin - 6pm-8pm

December 6th, Friday, Cross Lanes - 6:30pm-8:30pm

December 6th, Friday, Dunbar - 7pm-8:30pm

December 7th, Saturday, St. Albans - 10am-1pm

December 7th, Saturday, Elk Valley -1pm

December 7th, Saturday, Charleston -1pm-4pm

December 10th, Tuesday, Glasgow - 6pm-8pm

December 19th, Thursday, Nitro - 11am-7pm (day long celebration)

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 9, 1996

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 9, 1996 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Ms. Chilton	Mr. Rolston
Ms. Glasser	Mrs. Rugeley
Mr. Kauffelt	Mr. Smith
Mr. Moss	Mr. Stewart
Ms. Poffenbarger	Mr. Walters

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Meeting Minutes. Upon a motion by Mr. Walters, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the November 11, 1996 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the payment of Book Bills in the amount of $81,102.67 and General Bills in the amount of $86,021.55 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $383.36 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. The Library Director gave an oral report on the activities of the Library for the month of November 1996, included were the following:

> A number of Children's Book Week presentations by Children's Programmer, Patty Bergeron, were made to classes at Sissonville Elementary, Pinch Elementary and Valley Grove Elementary. In addition classes from Elk Elementary Center, Central Elementary and Piedmont Elementary came to various libraries and Patty did her presentation at those sites. In addition 49 classes

with 996 students visited various locations in November.

The Reference staff's ability to use the Internet continues to help them answer reference questions. Yvonne Farley recently used the homepage for CNN to identify information medical personnel had heard on the radio about a study that was just released linking aspartame and brain tumors.

Thirty-five adults and young adults attended the Start Trek Celebrations program at Charleston created by Elizabeth Fraser. As part of this program a video contest had been held and the winning videos were announced. The winning videos ranged from a music video to a claymation project. The program also included transporter door prizes and autographed pictures.

Two new librarians have been hired and will report to work in January. Rachael Hartman was hired for the Charleston Children's programmer position. Rachael is from Ohio and has two years professional experience. Teresa Mullins will become the Head of the Extension Department. She has over fifteen years experience in reference, audiovisual and computers as well as supervisory experience. She will be relocating from Florida.

Report of Committees.

1. Personnel Committee. Mrs. Glasser reported that a meeting of the Personnel Committee was held on Monday, December 2, 1996 to discuss the following items:

A. Reimbursement of Interview Expense. Upon a motion by Ms. Glasser, seconded by Mr. Walters, the

following resolution was submitted for the Board's consideration:

RESOLVED, That the Board of Directors hereby approves and adopts the Kanawha County Public Library Reimbursement of Interview Expenses and authorizes implementation of the Policy.

After discussion, Mr. Walters made a motion to amend the proposed policy to include the words, "No reimbursement would be made if the candidate selected refused the offer of the position". Dr. Bailey seconded the motion to amend, and upon a voice vote the amendment failed. Mr. Kauffelt made a motion to amend the proposed policy to include the words, "Internal Revenue Service (IRS) rate of mileage reimbursement", seconded by Ms. Chilton, and unanimously carried. The following resolution was adopted:

RESOLVED, That the Board of Directors hereby approves and adopts the Kanawha County Public Library Reimbursement of Interview Expenses and authorizes implementation of the Policy as amended.

A copy of the amended policy is hereby attached to the minutes of this meeting.

B. Reimbursement of Relocation Expense. After discussion and upon a motion by Ms. Glasser, seconded by Dr. Bailey, and unanimously carried, the proposed Kanawha County

Public Library Reimbursement of Relocation Expense policy is hereby referred back to the Personnel Committee for further review.

C. Employee Assistance Program (EAP). Ms. Wright gave a brief overview of the policy and the services that will be provided by Process Strategies. After discussion and upon a motion by Ms. Glasser, it was the consensus of the Board that the proposed Employee Assistance Program (EAP) policy be referred back to the Personnel Committee for further review.

Old Business.

1. Lawsuit. Mr. Kauffelt gave an overview of the Lawsuit, including specific points in the tentative settlement between the Kanawha County Public Library System and the Kanawha County Commission. Upon a motion by Mr. Kauffelt, duly seconded, the Board approved in principal the settlement of the lawsuit and asked that the formal agreement be mailed to each Board member for review.

2. Update on St. Albans. Ms. Wright and Ms. Chilton gave a report on a recent meeting they attended at the St. Albans

Branch Library with members of the St. Albans City Council, St. Albans Branch Library Board, and citizens of St. Albans to discuss further the shortfall in funds from the City for the contribution towards the operation of the St. Albans Branch Library.

3. Internet Training for Board members. A schedule of training dates was distributed.

New Business.

1. Report on County Commission Meeting of 12/5/96.

Ms. Wright explained that an invitation was received from the Kanawha County Commission to attend a meeting of the County Commission on December 5, 1996. At that meeting and following a brief presentation, the Kanawha County Commission unanimously approved that a sum of $100,000 towards the construction of the new Cross Lanes Branch Library be included in the Commission's proposed 1997-98 fiscal year budget, with the understanding that construction would begin by June 1997.

2. Cross Lanes - Proceeding with final plans for new building. After discussion and upon a motion by Mr. Moss, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to request that Silling Associates complete all blueprints and bid documents for the new Cross Lanes Branch Library in accordance with the terms of the contract dated May 17, 1995.

3. Holiday Receptions (Board/Staff):

December 18	2:00-4:00	Charleston
December 19	2:00-4:00	Elk Valley

There being no further business, the meeting adjourned.

Margaret A. Pauley
President

Linda S. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 13, 1997

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 13, 1997 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Rugeley
Mrs. Carter	Mrs. Sloan
Mrs. Hemmings	Mr. Smith
Mr. Moss	Ms. Tarr
Mrs. Poffenbarger	Ms. Thomas
Mr. Rolston	Mr. Walters

Also present was Ms. Linda Wright, Director, Mrs. Marsha Holliday, Human Resources Manager, Dr. Fred Ranson, Administrative Services Officer, Mr. Richard Ressmeyer, Development Director, and Ms. Velma Jackson, Human Resources Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Library Director read a letter from Kanawha County Schools approving the appointment of Ms. Pamela Tarr to the Kanawha County Public Library Board of Directors. The letter is hereby attached to the minutes of this meeting.

Approval of Minutes. Upon a motion by Ms. Thomas, seconded by Mr. Walters, and unanimously carried, the Minutes of the regular meeting held December 9, 1996 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Poffenbarger, seconded by Mr. Rolston, and unanimously carried, the payment of Book Bills in the amount of $68,632.45 and General Bills in the amount of $186,604.39 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,387.19 duly certified and approved in accordance with the

Bylaws and on motion of Mrs. Poffenbarger, seconded by Mr. Rolston and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December 1996, included were the following:

> December is the season for library open houses. Each library location including Charleston held an open house during the first two weeks in December. Besides a visit from Santa at most locations, the Library Lynx (KCPL's mascot) was in attendance at a number of locations. Children's Branch Programmer, Patty Bergeron, was also at many locations telling holiday stories. In Marmet the Library joined in with other community groups to have a Christmas Festival at Marmet Elementary. Pat Howell, a library staff member, was one of the key organizers of this successful event.
>
> The annual Food for Thought, Food for Fines program was held systemwide. Over 9,300 items were donated and 4,334 fines valued at over $24,100 were forgiven. The donated items were given to food pantries in each community.
>
> Installation of VTLS Release 1994 occurred on December 5. The system was off-line for that day. This was the smoothest VTLS installation we have experienced. The VTLS representative who was on site for the installation was very knowledgeable. We have had only a few relatively small problems arise as a result of this new release.
>
> Work was done in December to expand the Audiovisual Department. During the fall another area in the storage room was cleared of materials. In December a new wall was erected and painted to

divide Audiovisual from the storage area. Carpeting, shelving and a new door were installed late in December. At the close of operating hours on Saturday, January 4 a group of staff went to work and moved all the materials into the new area which was ready for users on Sunday, January 5. The new Audiovisual Department is roughly 50% larger than the former quarters. The area that had been the Audiovisual Department will now be the staff work area for the Department and a storage area for audiovisual equipment.

Notification was received in the past several weeks regarding full funding for several grant proposals submitted by Richard Ressmeyer, Development Officer: the Herscher Foundation has awarded KCPL $2,500 for a multimedia computer for the Charleston Children's Department for a workstation for educational CD-ROM's; the Library has received the Grolier Award a national annual award from the Grolier Corporation which will bring $4,000 for national library week activities; the CAMC Foundation has awarded the Library $10,000 for medical reference resources and for medical, nutrition and wellness circulating materials for all ages, all materials to be housed at the Riverside High School branch; the Clay Foundation has awarded KCPL $250,000 for our computer technology program payable in installments over the next three years. This is the largest grant KCPL has ever received and will allow us to move forward more rapidly with our plan. South Charleston will receive over $12,000 and Kanawha County Schools over $30,000 in addition to the $250,000 for KCPL. Richard Ressmeyer has done an outstanding job of developing these proposals and working with the key people involved on staff as well as at the other end.

Following the Director's Monthly Report and upon a motion by Dr. Bailey, seconded by Mr. Moss, and unanimously carried, the following resolution as adopted:

RESOLVED, That Board of Directors hereby acknowledges with appreciation the quality performance of Ms. Linda Wright, Library Director, and Mr. Richard Ressmeyer, Development Director, for their outstanding efforts in the writing of grants that have been approved in which the Kanawha County Public Library system will receive $330,000, and;

RESOLVED FURTHER, That this expression of appreciation be spread across the minutes of this meeting.

Report of Committees.

1. Personnel Committee.

A. Employee Assistance Policy(EAP). Ms. Wright presented the EAP Policy that was previously referred back to Committee. After discussion and upon a motion by Ms. Thomas, seconded by Mr. Rolston, and unanimously carried the following resolution was adopted:

RESOLVED, That the Board of Directors hereby approves and adopts the Kanawha County Public Employee Assistance Policy and authorizes implementation of the Policy.

A copy of the policy is attached to the minutes of this meeting.

B. New Hire Supplemental Adjustment Policy.

Ms. Wright presented this policy that was previously referred back to Committee. After discussion and upon a motion by Dr. Bailey, seconded by Mr. Walters, and unanimously carried the following resolution was adopted:

RESOLVED, That the Board of Directors hereby approves and adopts the Kanawha County Public Library New Hire Supplemental Adjustment Policy and authorizes implementation of the Policy.

A copy of the policy is attached to the minutes of this meeting.

2. Financial Affairs Committee.

A. Branch Contributions for Fiscal Year 1997/98. The Library Director explained the proposed contributions to be requested for FY 1997/98. Ms. Wright explained that by the Branch Contributions Formula adopted by the Board in 1994, the percentage requested of small communities and unincorporated areas was to have increased to 4%. However, in reviewing the increased amounts that would have resulted, she recommended that the percentage remain at the present 3.5% level. After discussion and upon a motion by Ms. Thomas, seconded by Mr. Rolston, and unanimously carried, the following resolution was adopted.

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for fiscal year 97/98:

Branch	FY 1997-98 (3.5% of budget)
Clendenin	$ 3,011
Cross Lanes	5,186
Dunbar	46,376
Elk Valley	5,162
Glasgow	1,367
Marmet	2,078
St. Albans	62,002
Sissonville	4,024
Total	$ 129,206

After further discussion, and upon motion by Ms. Thomas, seconded by Mr. Rolston, it was the consensus of the Board to refer the issue of Branch Contributions to the Long Range Planning Committee for further review.

B. Budget Transfer for Audiovisual. After discussion and upon motion by Mr. Smith, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That $3,500 be moved from the contingency line of the fiscal year 1996/97 budget to the Audiovisual substitutes line item to provide adequate staff to better meet the increasing usage of the Department.

C. Reimbursement for Mileage. After discussion and upon motion by Mr. Moss, seconded by Mr. Walters, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to establish reimbursement for mileage at the

prevailing Federal rate per Internal Revenue Services guidelines.

D. St. Albans. Ms. Wright reported on the meeting of a working group that has been formed in St. Albans. The group is composed of representatives from the St. Albans, City Council, St. Albans Library Board and Kanawha County Public Library. After discussion and upon motion by Mr. Moss, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted with two changes as amended:

RESOLVED, That in an effort to work with various community representatives, Kanawha County Public Library will restore Sunday Service as expeditiously as possible and to the extent heretofore provided through the normal date of such service (last Sunday in April) if and when $3,800 is received from sources for the benefit of the St. Albans Branch Library, and;

RESOLVED FURTHER, That this is a one time, good faith offer and is not to be construed as any precedent for future practice, and;

RESOLVED FURTHER, That the Kanawha County Public Library Board of Directors requests that there be every effort made to help the library to receive full funding of its requested contribution from the City of St. Albans for the 1997-98 fiscal year.

After further discussion and upon a motion by Mrs. Carter, seconded by Mr. Moss, and unanimously carried, it was the consensus of the Board to authorize the Library

Director to have the authority to negotiate with the working group with regard to the amount needed for Sunday Service for the remaining fiscal year.

E. Credit Card. After discussion and upon motion by Dr. Bailey, seconded by Mr. Smith and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to obtain and designate the use of a credit card for the transaction of Library business, and;

RESOLVED FURTHER, That the Library Director and the Administrative Services Officer will inform the Financial Affairs Committee of the specific staff who will have access to the credit card and the security procedures the Library and credit card vendor will put in place.

F. Increase in Capital Reserve. After discussion and upon motion by Mr. Moss, seconded by Mr. Walters and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to move $56,364.00 from the unappropriated fund balance to increase the Capital Expenditure Reserve line item in the amount of $56,364.00 for the Cross Lanes Building project which will result in a total of $750.000 in the Capital Expenditure Reserve line item.

3. Membership Committee. Ms. Thomas reported that the Committee had met recently to review a list of Board responsibilities and have begun working to develop a

proposal for a Board retreat. They are also working on developing an application form that will allow the Library to identify people who are interested in service to the Library and the Board of Directors.

4. Support Services Committee.

Property and Casualty Insurance for the Library. After discussion and upon a motion by Mr. Rolston, seconded by Dr. Bailey, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to accept the bid of Commercial Insurance Services to provide property and casualty insurance to the Kanawha County Public Library for a one-year period beginning January 18, 1997 for a premium of $23,418.

Old Business.

- Internet Training for Board Members. A schedule of training dates was distributed.

New Business.

1. Reception - Audiovisual Department. The Audiovisual Department invited the Board of Directors to a reception after the February 10, 1997 Board Meeting to show

appreciation for their support resulting in the recently opened larger quarters for the Department.

2. Library Appreciation Dinner. This annual event will be held at the Charleston Civic Center on March 4, 1997. Tickets may be obtained from Dallas Sheldon sometime in February. As soon as more specific information is received, we will distribute the details.

There being no further business, the meeting was adjourned.

Virginia M. Quigley
President

Linda G. Knight
Secretary

File
DS
12-16-96

Kanawha County Schools
200 Elizabeth Street, Charleston, West Virginia 25311-2119 • Phone (304) 348-7732 • FAX (304) 348-1934
Jorea Marple, Ed.D., Superintendent

December 12, 1996

Mrs. Linda G. Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

Dear Mrs. Wright:

In action taken by the Kanawha County Board of Education on Thursday, November 21, 1996, Ms. Pamela Dawn Tarr was unanimously approved to fill the unexpired term of Mrs. Lottye Russell ending June 30, 1997.

This action was taken in response to the resolution adopted by the Kanawha County Public Library Board of Directors at its regular meeting on Monday, November 11, 1996.

Sincerely,

Jorea Marple, Ed.D.
Superintendent of Schools

bje
cc: Kanawha County Board of Education

KANAWHA COUNTY PUBLIC LIBRARY
PERSONNEL POLICIES AND PROCEDURES

SECTION: 800 **MEMORANDUM #:** 806

EFFECTIVE DATE: October 15, 1996

SUBJECT: Employee Assistance Program (EAP)

OBJECTIVE:

The objective of the Employee Assistance Program (EAP) is to benefit both Kanawha County Public Library and its employees by providing professional and confidential counseling and referral services through a private consulting and service firm to employees and family members who are experiencing any type of personal problems.

POLICY:

Kanawha County Public Library recognizes that virtually all personal problems can be successfully dealt with and resolved provided that they are identified at an early stage and referral is made to an appropriate form of care. This applies whether the problem is one of physical illness, mental or emotional illness, alcoholism, drug abuse, marital or family distress, financial or legal problems, or other concerns.

Thus, on-the-job effects of personal problems can be minimized and employees can receive meaningful help in improving their personal and family life. The program is part of Kanawha County Public Library's continuing concern for the well-being of its employees. The EAP also benefits Kanawha County Public Library by improving the on-the-job performance of employees.

All counseling through the program is on a voluntary basis, even if referred by a supervisor. If an employee is participating in counseling, this does not relieve the employee of the responsibility to meet accepted job performance and attendance standards. This program also does not relieve supervisors of their responsibility to discipline employees whenever appropriate. This confidential service is administered by a private consulting and service firm.

ELIGIBILITY:

All full-time and part-time Kanawha County Public Library employees and their immediate family members (as defined by the last paragraph on Page 2 of Personnel Policies and Procedures #602, Sick Leave) are eligible for this benefit. Substitutes, temporaries and contract workers and others are ineligible.

PROCEDURE:

A. Employee Self-Referral:

1. Any employee with a personal problem may request counseling services by self-referral. All self-referrals are completely anonymous. All communication between the individual seeking assistance and the EAP Counselor will be held in the strictest confidence unless the individual requests in writing that Kanawha County Public Library be notified or if conditions relating to "Exception to Confidentially" are met (See Item G).

2. When an employee comes to a supervisor to seek advice regarding a personal problem, the supervisor shall make the employee aware of the professional assistance available through the EAP and offer to assist the employee by arranging for an appointment with an EAP Counselor.

3. An employee who desires confidential assistance should call and arrange for an appointment with an EAP Counselor. An employee may request to talk with an EAP Counselor before setting an appointment. The first available EAP Counselor will contact the employee.

B. Employee Referral by Supervisors or Human Resources:

Supervisor and/or Human Resources referral to the Employee Assistance Program is based on:

- A decline in work performance on the part of the employee; or
- A particular on-the-job incident which indicates the possible presence of a personal problem, excluding incidents of misconduct which require immediate suspension, termination, or other severe disciplinary action.

1. When an employee's performance is the basis for a supervisor referral to the EAP, the appropriate supervisor should contact the Human Resources Manager to discuss the situation. Information regarding the referral to EAP will not become a part of the employee's personnel file.

2. After discussion with the Human Resources Manager, the supervisor should then have a meeting with the employee to discuss the performance problem and communicate as clearly as possible the consequences of failure to resolve the problem. The supervisor should not speculate as to the cause of the performance decline, nor ask probing questions of the employee about any personal problem which may be hampering the employee's performance and/or attendance. This should focus on defining work performance and/or attendance problems. For additional assistance,

the supervisor may consult with an EAP Counselor prior to meeting with the employee.

3. After discussing the performance problem, the supervisor shall review the EAP policy with the employee, and advise them of the availability of confidential, professional assistance for any work-hampering personal problem, and encourage the employee to allow the supervisor to arrange an appointment with an EAP Counselor. Though the final decision to use the program is left up to the employee, the advantage of the Employee Assistance Program should be emphasized.

4. If, after discussion, the employee agrees to accept assistance, the supervisor will call and arrange for a meeting between the employee and the EAP Counselor. The EAP Counselor will tell the supervisor nothing about the employee's problem or any plan of action devised to deal with that problem without the written approval of the employee unless otherwise covered by "Exceptions to Confidentiality". The EAP Counselor will tell the supervisor whether or not the employee kept the appointment and if the employee is working towards a plan to resolve the personal situation. The specifics of the plan or personal problem are not discussed unless the employee provides written permission.

C. Family Member Assistance:

1. A family member who desires confidential assistance for a personal problem should call and ask to speak to an EAP Counselor.

2. The EAP Counselor will arrange to see the individual for confidential consultation in an EAP office or will provide the necessary assistance on the telephone.

3. Any communication between the individual and the EAP Counselor will be held in the strictest confidence.

D. Time Off for Counseling:

Any time off work to attend counseling sessions is subject to established policy for authorized absence (See Sick Leave Policy). It will be explained that time away from work will be paid if the full-time employee has sick leave. Part-time employees may use unpaid leave.

E. Job Security:

The employer will not discriminate against an employee who seeks or accepts assistance through the EAP.

F. **Release of Information by Consent Only:**

All counseling is conducted in strict confidence and no information will be provided to the supervisor, Kanawha County Public Library, or another family member without the individual's written consent unless covered by "Exception to Confidentiality".

G. **Exception to Confidentiality:**

In a situation where the EAP Counselor learns of an employee problem that may jeopardize the rights and/or safety of patrons, co-workers or the facility, the following steps must be taken:

The EAP Counselor will advise the employee to request medical leave (or an unpaid leave of absence) in accordance with Kanawha County Public Library's Sick Leave Policy until the problem is resolved. If the employee agrees to this, no information regarding the reason for the leave of absence will be communicated to Kanawha County Public Library. If the employee refuses to accept this recommendation, the EAP Counselor must notify the Human Resources Manager of the potential risk.

Approved (retroactive to effective date) by the Kanawha County Public Library Board of Directors on _____ .

KANAWHA COUNTY PUBLIC LIBRARY
PERSONNEL POLICIES AND PROCEDURES

SECTION: 100 **MEMORANDUM #:** 110

SUBJECT: **MANAGEMENT NEW HIRE SUPPLEMENTAL ADJUSTMENT** **EFFECTIVE DATE:**

POLICY:

In an effort to be competitive in the Library's efforts to recruit quality staff in local, regional or national searches, it is the policy that the Kanawha County Public Library will pay a supplemental adjustment to newly hired full-time staff.

PROCEDURE:

Within 45 days after the eligible newly hired management staff begins work at the Kanawha County Public Library, the staff will receive a supplemental adjustment, as outlined below:

1. MLS Department Heads will receive a supplemental adjustment of 7% of the gross salary (provided they have moved 100 miles or greater to accept employment with Kanawha County Public Library).

2. All other staff will receive a supplemental adjustment of 4% of the gross salary (provided they have moved 100 miles or greater to accept employment with Kanawha County Public Library).

Approved by the Kanawha County Public Library Board of Directors in the meeting of January 13, 1997.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 10, 1997

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 10, 1997 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Rugeley
Ms. Carter	Mrs. Sloan
Ms. Chilton	Mr. Smith
Mrs. Glasser	Mr. Stewart
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Mr. Walters
Mr. Rolston	

Also present was Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Dallas Sheldon, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The following correspondence was shared by the Library Director and Board President:

a) A letter from the Covenant House, Inc. expressing their appreciation for the recent food donations from the Library as a part of the Library's Food for Fines, Food for Thought program; b) A letter from the Town of Glasgow in reference to the Library's request for the annual contribution for Fiscal Year 1997-98 for the Glasgow Library. A copy is hereby attached to the minutes of this meeting; c) A thank you card recently received from Terry Mullins, Extension Services Department Head, expressing here appreciation for the relocation assistance offered by the Library.

Approval of Minutes. Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the Minutes of the regular meeting held January 13, 1997 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the payment of Book Bills in the amount of $44,572.90 and General Bills in the amount of $92,221.22 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $556.43 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Moss and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January 1997, included were the following:

> Several of the changes involving overdue materials that the Board approved in November became effective in January. The maximum amount for a fine block was lowered from $5 to $3 per patron. A monthly fine free day was introduced. The first fine free day was held on January 16 with 663 overdue items returned of which 428 were long overdue. 159 patrons had blocks removed for overdue materials.
>
> Patrons have had an extremely positive reaction to the new quarters the Audiovisual Department now occupies. Circulation was up 39% from January of 1996. Part of this increase was due to additional hours of service which were added to Audiovisual's operation. The hours for the Department now correspond to those of the first floor as we had received a number of complaints about the hours.
>
> A new electronic database product was introduced in January in the Charleston Circulation Department. A CD-ROM entitled "Novelist" is now available on a PC near the circulation desk. This CD has indexed over 34,000

adult fiction titles and should help users who are trying to identify titles they might like to read. The product includes lists of award winning novels. You can also find books by describing a plot, characters or subject or by putting in the title of a novel you have read and you can view a list of similar novels. You can also access the database by genres (horror, adventure, western, fantasy, etc.).

Work is well underway to create KCPL's own web site on the Internet. Meetings have been held with representatives from various departments to solicit their ideas and various staff members have agreed to supply information and resources to Stephanie Napier-Tyree in Automation who is responsible for this project. We will introduce our site during National Library Week in April.

Due to the efforts of Richard Ressmeyer we have received a check for $1,000 from the Charleston Gazette to underwrite the cost of the free public presentation which will be made by our guest author, Joyce Carol Oates, on Sunday afternoon April 20 at the Dunbar Library. This repeats the generosity of the Gazette who last year also provided this amount for the public presentation.

As you may recall the Board approved three additional hours per week for Clendenin at the September 9, 1996 Board meeting. I would like to read from Clendenin's January monthly report about how these hours have been received.

"Clendenin Branch has been through four months now with our new extended hours. From the patrons' reactions and use of the library during those added hours of service, it is very evident that this was a much needed change. Tuesday's and Thursday's hours were extended from 7:00 to 8:00; during that last hour we have several patrons staying until closing. Saturday's opening was extended until 3:00 rather than 2:00. This day is the favorite for patrons to stay as late as we

allow them to and often we have to remind them we need to close.

From the staff's perspective, the longer hours came none too soon! This extra time to assist patrons as well as completing our work has proven to be very beneficial. There had to be only minor changes in scheduling and it has been working out well - - at least in the beginning! Currently, the early part of the days have become busier and we may have to consider changes in scheduling once again. All of the staff were excited about the extended hours and look forward to the possibility of even more in the future!

So, from the Clendenin Branch Staff and our patrons to the Board of Directors, THANK YOU for the decision to increase the hours of service at the Clendenin Branch Library!"

Report of Committees.

1. Public Services Committee.

A. Library Foundation Event. After discussion and upon a motion by Mr. Moss on behalf of the Public Services Committee, and unanimously carried the following resolution was adopted:

RESOLVED, That the Charleston Library will be closed on Saturday, April 19, 1997 in order to set up for the Library Foundation of Kanawha County's evening event. The Charleston Library will open for use on Friday evening, April 18, 1997 from 5-9 PM in an effort to limit the inconvenience that may be caused by the Saturday closing.

2. Personnel Committee.

A. PLA "1997 Spring Symposium". After discussion and upon a motion by Ms. Glasser on behalf of the Personnel Committee, and unanimously carried, the following resolution was adopted.

RESOLVED, That four staff members be authorized to attend the PLA "1997 Spring Symposium" in Chicago, Illinois March 20-22, 1997 and that expenses be paid in an aggregate amount not to exceed $3,800.

B. Federal Depository Library Conference. After discussion and upon motion by Ms. Glasser on behalf of the Personnel Committee, and unanimously carried, the following resolution was adopted:

RESOLVED, That one staff member be authorized to attend the Federal Depository Library Conference in Arlington, Virginia April 14-17, 1997 at a cost not to exceed $900.

Old Business.

1. Lawsuit with the County Commission. A copy of the settlement agreement previously mailed to each Board member was discussed. Mr. Kauffelt explained the content of this document and a copy is hereby attached to the minutes of this meeting. After discussion, Mr. Kauffelt made a motion to ratify the agreement and to authorize settlement of the

lawsuit with the Kanawha County Commission, Mr. Smith seconded the motion and all approved by voice vote.

After further discussion, and upon a motion by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors hereby expresses its appreciation to the firm of Kauffelt and Kauffelt for the extensive support they have given to the Library in the matter of the lawsuit between the Kanawha County Public Library system and the Kanawha County Commission.

2. St. Albans. Mr. Rugeley gave a brief explanation of the issues concerning the St. Albans Public Library. Dr. Frederick Ranson reported on a meeting with the Finance Committee of the City of St. Albans.

3. Meetings with Legislators. Ms. Wright explained that four small group meetings have been held with members of the Kanawha County Legislative delegation and the Executive Committee of the Library Board of Directors. These group meetings were held to provide legislators with an overview of the Library's plans and current issues.

New Business.

1. House Bill 4840. Dr. Ranson gave a brief background of this Bill. After discussion, it was the consensus of the Board to note that they have been briefed on this matter and authorized the Administrative Services Officer to continue to communicate with all parties interested in this matter.

2. Library Appreciation Dinner - March 4, 1997. Speaker: Vince Staten author of Did Monkeys Really Invent the Monkey Wrench? Tickets are $20 each and are available from Dallas Sheldon in the Administrative Office.

3. We've Got the Fire Tickets available. An evening with author, Joyce Carol Oats will be held on Saturday, April 19, 1997 at 6:30 PM. This event is presented by The Library Foundation of Kanawha County, Inc. Tickets have been sent to each Board member and everyone is encouraged to attend this very important fund raising event.

3. Set time for Board meeting of March 10, 1997.

After discussion, it was the consensus of the Board to meet at 3:30 PM on March 10, 1997 for the next meeting of the Board of Directors.

There being no further business, the meeting was adjourned.

Virginia N. Hughes
President

Linda G. Wright
Secretary

Mayor
Charles "Chuck" Armstrong

Recorder
Roger Martin

Council
John Paul Hardesty
Richard Tompkins
Eddie O'Brien
Larry Simmons
John Johnson

TOWN OF GLASGOW

Phone: 595-1015

129 - 4th Avenue
GLASGOW, WV 25086

February 4, 1997

Linda,
FYI
Fred

Ms. Linda Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Ms. Wright:

With reference to your letter of January 21, 1997, requesting a contribution to the 1997/98 library budget, we find we cannot contribute the amount requested. However, as we do appreciate having the library here and the service you are providing the area council has voted to donate $250.00 to your cause.

We wish you much success in raising the funds to continue the work you are doing.

Sincerely,

Charles Armstrong
Mayor
Town of Glasgow

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
MARCH 10, 1997

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 10, 1997 at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mrs. Rugeley
Ms. Glasser	Mrs. Sloan
Mr. Kauffelt	Ms. Tarr
Ms. Poffenbarger	Mr. Walters

Also present was Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Dallas Sheldon, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Kauffelt, seconded by Ms. Glasser, and unanimously carried, the Minutes of the regular meeting held February 10, 1997 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Sloan, and unanimously carried, the payment of Book Bills in the amount of $58,537.66 and General Bills in the amount of $56,506.88 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,268.85 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Sloan, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February 1997. Included were the following:

The Audiovisual Department set another circulation record in February with a 47% increase in usage from last February. The staff continue to receive numerous compliments from patrons on the Department's new quarters.

The monthly fine free day for February saw more items returned than on our first such day in January. 1,490 overdue items were returned compared to 663 in January. 879 of the 1,490 items were long overdue. 349 patrons had blocks removed as they had returned items. This compares to 159 patrons in January. The date of the next fine free day is now printed on each first notice that is mailed. This may have contributed to the increased return of overdue materials.

We had several opportunities in February to give programs or presentations to various groups. Elizabeth Fraser spoke to a class of 54 students at West Virginia Graduate College about grant resources. David Schau presented a book talk to 19 senior citizens in the 55+ program at Town Center Mall. Olivia Bravo worked with a group from Career Works on how to research information on companies as these students seek positions. Willard Reynolds portrayed John Henry in prose and song at a multi-cultural assembly of 350 students at Horace Mann.

A sampling of some of the more popular programs presented in February include: Adjoa Burrowes, a Black book illustrator; term paper workshops offered at Charleston, Cross Lanes and Sissonville; valentine craft workshops for young adults at Sissonville and children at Charleston; and the Leon Neon program at St. Albans.

JoEllen Flagg, Head of Branch Services, since 1978 has announced her retirement at the end of June.

Special Staff Memorial. Ms. Wright informed the Board that staff member Phyllis Butcher Clendenin had passed away on February 17, 1997. After discussion, and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

WHEREAS, Phyllis C. Butcher Clendenin who had worked for the Kanawha County Public Library for nineteen years passed away unexpectedly on February 17, 1997, and;

WHEREAS, Phyllis C. Butcher Clendenin served the Library in several different positions and participated on numerous committees, and;

WHEREAS, Phyllis C. Butcher Clendenin always fulfilled her responsibilities with thoroughness, knowledge, skill, pride and with compassion and understanding for library users who were disabled or who lived in more rural areas of the county;

NOW, THEREFORE BE IT RESOLVED, That this resolution acknowledging the contributions made by Phyllis C. Butcher Clendenin and an expression of sympathy be spread across the minutes of this meeting and that a copy be sent to her family and that a selection of large print books be identified with bookplates in her memory.

Report of Committees.

1. Long Range Planning. Ms. Chilton reported that a meeting was held on February 16, 1997 to discuss branch contributions. It was also noted that Mr. Jesse Haynes, President of the South Charleston Public Library Board, attended. A sub committee was formed to look into a request from the Clendenin Branch Library Advisory Board for additional hours and an expansion of the current facilities in Clendenin. The next Long Range Planning Committee meeting will be held on March 16, 1997 at 2:00 PM in the Ray Room of the Charleston Library.

2. Financial Affairs Committee.

A. Preliminary Budget for fiscal year 1997/98. Mr. Kauffelt presented a copy of the preliminary budget for the Library for fiscal year 1997/98 and requests to the levying authorities. The preliminary budget was distributed and discussed. After discussion and upon a motion by Mr. Kauffelt from the Committee, the preliminary budget for the 1997/98 fiscal year was unanimously approved

as presented. A copy is hereby attached to the minutes of this meeting. After discussion and upon a motion by Mr. Kauffelt from the Committee, which was unanimously approved, the following resolution was adopted:

Levying Authority - Kanawha County Commission

WHEREAS, the Board of Directors of Kanawha County Public Library (the "Library") has approved a preliminary budget in the total amount of $5,221,261 for the fiscal year beginning July 1, 1997;

RESOLVED, that the Library do request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,715,749 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1997;

RESOLVED, FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED, FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

After discussion and upon a motion by Mr. Kauffelt from the Committee, which was unanimously approved, the following resolution was adopted:

Levying Authority - City of Charleston

WHEREAS, the Board of Directors of Kanawha County Public Library (the "Library") has approved a preliminary budget in the total amount of $5,221,261 for the fiscal year beginning July 1, 1997;

RESOLVED, that the Library do request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $640,695 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1997;

RESOLVED, FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED, FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

After discussion and upon a motion by Mr. Kauffelt from the Committee, which was unanimously approved, the following resolution was adopted:

Levying Authority - Board of Education

WHEREAS, the Board of Directors of Kanawha County Public Library (the "Library") has approved a preliminary budget in the total amount of $5,221,261 for the fiscal year beginning July 1, 1997;

RESOLVED, that the Library do request the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,715,749 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1997;

RESOLVED, FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED, FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

C. Budget supplement. After discussion and upon a motion by Mr. Kauffelt from the Committee, which was unanimously approved, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer be authorized to supplement the Automation Equipment line of the FY 1996/97 budget in the amount of $3,071.43 received from the West Virginia Library Commission for Gateway Software.

D. Contingency line item. A resolution was presented to authorize the move of $20,000 from the Contingency line item to a new line item for the Clendenin flood recovery. After discussion and upon a motion by Mr. Kauffelt to amend the Contingency line item resolution to $30,000, seconded by Ms. Chilton and unanimously carried, the resolution was amended.

Upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted as amended:

RESOLVED, That the Library Director and Administrative Services Officer be authorized to move $30,000 from the Contingency line item in the FY 1996/97 budget and create an expenditure line of "Clendenin Flood Recovery".

E. Clendenin Circulation Desk. After discussion and upon a motion by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer be authorized as expeditiously as possible to seek to secure quotes via phone to replace the flood damaged circulation desk at Clendenin at a cost not to exceed $10,000.

Old Business.

1. St. Albans. Ms. Wright gave a brief update on current issues pertaining to St. Albans. The St. Albans Library is now open on Sunday.

2. Cross Lanes. A meeting was held with the Architect from Silling and Associates, Inc. and final drawings are being completed. Contributions are still being received toward the Cross Lanes Building project. Grant requests from national foundations are pending.

3. Legislature - A proposed Bill may be introduced in this session of the Legislature that, if passed, would change the way the members of the Kanawha County Public Library Board of Directors are appointed. After discussion and upon a motion by Ms. Glasser, seconded by Mr. Kauffelt,

and unanimously carried, the following resolution was adopted:

RESOLVED, That the Kanawha County Public Library Board of Directors supports and reaffirms the original 1957 Bill establishing the appointment of the Board of Directors in an apolitical manner and authorizes the Library Director to convey the position to any interested entities.

New Business.

1. Clendenin Flooding - On March 3, 1997 the Clendenin Branch Library was flooded with 2 1/2 to 3 feet of water inside the building. Much of the contents of the branch library was destroyed. Approximately one third of the collection was destroyed at an estimated loss of $55,000. The water did about $25,000 in damage to the equipment, furniture and the building. All of the books that were salvaged have been placed temporarily on shelves in the Charleston Library. The Library Director commended the staff that have assisted in the recovery effort and estimated that the Clendenin Branch would reopen in early April.

2. Articles of interest from professional literature. The Library Director shared two articles of interest from professional literature with the members of the Board.

There being no further business, the meeting was adjourned.

Virginia N. Rogers
President

Linda T. Knight
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 14, 1997

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 14, 1997 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Rolston
Ms. Carter	Mrs. Rugeley
Ms. Glasser	Mrs. Sloan
Mr. Kauffelt	Mr. Smith
Ms. Poffenbarger	Mr. Stewart
	Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Ms Wright shared a letter recently received from a library patron commending Mr. David Schau, Reference Librarian, and the Reference staff for their

assistance with finding information through the Internet concerning a job search.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the Minutes of the regular meeting held March 11, 1997 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Glasser, and unanimously carried, the payment of Book Bills in the amount of $69,516.60 and General Bills in the amount of $74,112.15 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,145.48 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Ms. Glasser, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March 1997. Included were the following:

The fourth Teen Volunteer Fair was held at the Charleston Town Center on March 22. Eleven other

organizations joined KCPL in this event the Library sponsors to attract teens to volunteer during the summer. Over 150 teens stopped by our display. We also had staff interviewed on Channel 3 News. Joyce Williams of the Dunbar Library again coordinated this event.

A promotional video for the Children's Summer Reading program was completed. This video will be distributed to various elementary schools in May to help spread the word about the summer reading program. The staff responsible for this project were Patty Bergeron, Bridget Herndon, Susanna Holstein, Kevin Kidd, and Libby Rojas. Kevin lent his musical talent and wrote the background music for the video.

Kanawha County Public Library staff members were involved in several community events as well as some group presentations in March. Elizabeth Fraser reviewed various investment resources the Charleston Library has for the Women's Investment Group. Elizabeth also did a grant workshop for the Fifth Annual West Virginia Tobacco Control and Prevention Conference. Terri McDougal represented the Library at a Baby Fair held at Ames Department Store and served as one of the presenters at the Kanawha County International Reading Association's Family Night at Piedmont Elementary.

Despite their involvement with the Clendenin flood recovery, staff at Clendenin and Elk Valley branches continued the programs they had committed to in March. Tammy Parker of Clendenin spoke to the third grade at Bridge Elementary as part of their unit on Community Workers, and she also participated in the kindergarten roundup at Bridge and Clendenin Elementary schools. Susanna Holstein promoted poetry materials to second graders at Elk Center. Penny Dawson, also from Elk Valley, did a program for second graders.

Dallas Sheldon, Administrative Assistant, resigned his position effective April 18, 1997 after five and half years of employment. He has accepted employment elsewhere.

Special Staff Resolution. Ms. Wright informed the Board that due to health reasons Mr. Robert McCracken, Reference Library Aide has resigned his position after 15 years of services. Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

WHEREAS, Mr. Robert McCracken has been employed by the Kanawha County Public Library since May 13, 1982; and

WHEREAS, Mr. Robert McCracken has fulfilled the responsibilities of his position as Reference Aide with effectiveness, efficiency, diligence, competence and integrity; and

WHEREAS, Mr. Robert McCracken has submitted notification of his intent to resign due to health reasons on April 2, 1997 after fifteen years of service;

THEREFORE, BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation the fifteen years of dedicated service rendered by Mr. McCracken.

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Mr. McCracken.

Report of Committees.

1. Long Range Planning Committee. Mrs. Rugeley reported that a meeting was held March 16, 1997 to further discuss the subject of branch contributions. The next

meeting of the committee is scheduled for June 1, 1997 at 2:00 PM at the Clendenin Public Library.

2. Membership Committee. Ms. Wright informed the Board that the terms of Ms. Chilton, Mr. Rolston, and Ms. Tarr will expire June 30, 1997. Upon motion of Ms. Wright from the Committee, and unanimously carried, it was moved that Ms. Chilton, Mr. Rolston and Ms. Tarr be nominated for six-year terms beginning July 1, 1997 and ending June 30, 2003 and that the Library Director submit the names of these nominees to The Board of Education of Kanawha County for approval.

3. Personnel Committee. Ms. Glasser informed the Board of the upcoming American Library Association Annual Conference. After discussion and upon a motion by Ms. Glasser from the Committee, and unanimously carried, the following resolution was adopted:

> RESOLVED, That one staff member be authorized to attend the American Library Association Annual Conference to be held in San Francisco, CA, June 26 - July 3, 1997 and that expenses be paid in an amount not to exceed $1,000

Old Business.

1. Clendenin. Ms. Wright gave a brief update on the status of the Clendenin Branch Library that was recently flooded. Plans have been made to re-open the Clendenin Branch on April 15, 1997 at 10:00 AM. Over 2,500 items were lost from the collection at an estimated cost of $38,000. The Bookmobile has been on a routine schedule at the Clendenin Branch Library since the flooding occurred. Ms. Wright commended the maintenance staff, the library staff, and community volunteers from Clendenin, for their diligent work during the recovery efforts. The Board of Directors commended the Library Director and the Administrative Services Officer for their leadership and efforts during the Clendenin Branch Library flood recovery.

2. Cross Lanes.

A. Building Update. Ms. Wright reported that a meeting was recently held with the architect of Silling & Associates as to the renderings of the new Cross Lanes Branch Library. Final schematics should be received in the next couple of weeks. A consultant is to be hired to look at the interior design of the new facility. Some of the

recent gifts that have been received towards the Cross Lanes Branch Library include $10,000 from Union Carbide, $3,000 from Terramite, and $5,000 from One Valley Bank Foundation. Ground breaking is tentatively scheduled for June 3, 1997.

B. Anonymous Donor. Mrs. Rugeley reported on the following issue:

In July 1996, an anonymous gift of equity stocks, valued at $23,023 was made to The Library Foundation for the exclusive purpose of supporting the construction, furnishing and equipping the new Cross Lanes Branch Library. This gift provided the match for an additional $11,511.50 from the Greater Kanawha Valley Foundation Challenge grant.

William Peckol, president of the Cross Lanes Library Board, had advised Alice Riecks and Linda Wright of the donor's wish to make the gift as a memorial to M. K. Gandhi and his philosophy of non-violence. After discussions with Richard Ressmeyer it was agreed that in recognition of the donor's intentions an area of the new library, the Reference Resources area, would acknowledge the gift and the dedication.

At the time the stocks were donated, the donors indicated that they might be able to add to the original gift in 1997. The development director and the Cross Lanes Librarian maintained contact with the donor family. On March 25th the donors offered to make an additional gift of between $30,000 and $35,000, with the request that the

library be named for M. K. Gandhi and his philosophy and that annual programs feature consideration of the value of nonviolence to American society.

The donor was advised that the offer and request would need to be presented to the fiduciary Board of Directors of the Kanawha County Public Library system at the April 14, 1997 meeting.

After brief discussion Mr. Kauffelt moved that the Board refuse the donor's request regarding naming the Library. Mr. Stewart seconded.

Mr. Smith then moved to table the motion. Following a hand vote (four in favor and six opposed) the motion to table the resolution failed.

Ms. Glasser moved to amend the original resolution, Ms. Carter seconded, and with nine members in favor and one opposed, the following amendment was adopted.

RESOLVED, That it has been the practice of the Kanawha County Public Library Board of Directors to name library buildings after the communities where they are located, and;

FURTHER RESOLVED, That the Board of Directors hereby authorizes the Library Director to approach the anonymous donor as to alternatives that would be mutually agreeable to both parties.

After discussion and upon a motion by Ms. Glasser, seconded by Ms. Carter, with nine members in favor and one opposed, the resolution was adopted as amended above.

3. Update on Legislative Session. Ms. Wright informed the Board that a bill introduced to the recently concluded legislative session concerning the appointment of KCPL Board members had died in committee. The current issue of concern is the budget. The current House version of the budget passed does not reflect an increase in grant-in-aid to libraries.

4. Update on April 19 Gala. 113 tickets have been sold to date. Board members were urged to make an extra effort to sell tickets.

New Business.

National Library Week Resolution. Ms. Wright reported that National Library Week is April 13-19, 1997, and this would be an appropriate time to recognize and commend the Library staff for their hard work throughout the year. Upon

a motion by Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, the following resolution was adopted:

WHEREAS, April 13-19, 1997 is celebrated as National Library Week, and

WHEREAS, each day of the year the knowledge, energy, creativity, reliability and dedication of the staff members of the Kanawha County Public Library system provide a life-enriching variety of library services to thousands of Kanawha County people of all ages and circumstances, and

WHEREAS, the Board of Directors of the Kanawha County Public Library system are pleased to take this occasion to commend the outstanding work of the staff of the Kanawha County Public Library system,

THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system in recognition of National Library Week extends this special acknowledgment and appreciation to all members of the Library staff for their work in delivering high quality library services to the citizens of Kanawha County.

Board Member Hospitalized. Ms. Carter informed the Board that Dr. Wallace is currently a patient at Thomas Memorial Hospital, and that the husband of form Board member Lottye Russell has also been hospitalized recently.

There being no further business, the meeting adjourned.

Virginia M. Rogers
President

Linda J. Wright
Secretary

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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 12, 1997

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 12, 1997 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Rugeley
Ms. Chilton	Mrs. Sloan
Mrs. Hemmings	Mr. Smith
Mr. Kauffelt	Mr. Stewart
Mr. Moss	Ms. Tarr
Mr. Rolston	Ms. Thomas
Mr. Ray	Mr. Walters

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Human Resources Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting Minutes. Upon a motion by, Mr. Smith, seconded by Mr. Moss, and unanimously carried, the Minutes of the regular meeting held April 14, 1997 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the payment of Book Bills in the amount of $90,512.52 and General Bills in the amount of $48,281.24 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $832.82 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April 1997, included were the following:

The focus of a lot of effort in the public service units this month was the work involved in carrying out the activities of the National Library Week theme "Kids Connect @ the Library". As the 1997 recipient of the Grolier Corporation's National Library Week Award the staff were determined to "do us proud". And they certainly delivered. Each location offered a Library Camp for students in grades 4-6 to learn library skills. Sissonville offered a very successful camp for 16 children and did this 4 hour program on a day when they are normally closed in order to accommodate the children in their very small space. All locations celebrated Read to Me Day. The most interesting volunteer presenters were a fireman and a police officer who read to the children at St. Albans and were bombarded with

questions. Each location also sponsored an open house. Patty Bergeron presented her "Help Wanted" puppet show at most locations during this event. The mascot, Library Lynx, also made a visit to most locations. A number of Internet for Kids sessions were held during the month at locations with Internet. We also had some Internet for Parents sessions. There were numerous displays around the system related to the theme. KCPL went on-line and launched our own website. We also inaugurated children's CD-ROM stations at Sissonville and Charleston. Each of these stations has a variety of children's CD-ROM programs for use. We then plan to change the programs 2 or 3 times a year.

All of this activity received a lot of attention in the media from both newspapers and all three TV stations. The $4000 award we received from the Grolier Corporation was mainly used for radio advertising and billboards. The work on this program was very well done and I am sure Grolier will be impressed when they receive our report.

The bookmobile made a special appearance at the Cedar Grove Health Fair. The Library Lynx went along and flyers and registrations were distributed and materials checked out. The bookmobile will have a summer stop at the Cedar Grove Health Clinic.

In addition to hosting numerous class visits during April we also were out in various schools. Patty Bergeron, Children's Branch Programmer, presented her program "Liar, Liar Pants on Fire!" 13 times at various schools reaching approximately 800 students. She also presented 3 sessions at the St. Albans branch to 150 students. Visits were made to Horace Mann and Stonewall Jackson Junior High by Charleston staff members Kim Dankovich and Annette Phillips. Garnett Clark and Janet Martin of the St. Albans staff visited Hayes Junior High. These visits included handing out library applications and promoting the Volunteen program.

The Charleston Library sponsored a poetry reading outside on the front plaza at noon April 26 in response to April being National Poetry Month. The program was organized by Yvonne Farley of the Reference Department and included readings by various local poets. An estimated 100 people dropped by and the event was covered by Channel 13.

Not to be outdone by all this activity in the public service units the Technical Services Department staff were very hard at work so much so that they smashed their previous monthly production record of 4300 and processed an amazing 5213 items in April.

Staff training opportunities during the month included: six staff members attending a one day session of the Ohio Library Association Conference in Zanesville; two staff members attending a one day session on building and designing children's library space; and thirty-one staff members attending the one day spring workshop of the West Virginia Library Association. Seven staff members also attended the one day state Read Aloud Conference at Capital High School. Susanna Holstein was one of the presenters at this conference.

Report of Committees.

1. Membership Committee.

A. Volunteer Recruitment Form. Ms. Thomas reported that the Membership Committee has met several times and would like to bring the Volunteer Form, that was sent out with the agenda for the May Board Meeting, to the Board for information. One of the objectives of this form is to gather a pool of potential Board Members; also, to use the list in other capacities such as individuals interested in assisting in fundraising events, etc. Ms. Thomas suggested placing the form at all circulating desks, including

branches. Each form would be acknowledged and kept on file for three years.

B. Board Retreat. Ms. Thomas also stated that the Membership Committee discussed the idea of a board retreat. A board retreat might be a good way to get to know other board members and to discuss long term issues. The Membership Committee has agreed to take care of getting the event organized, preparing an agenda, identifying a modifier, etc. She proposed to the board to have the retreat at Coonskin Park on Saturday, November 1, 1997 from 9 a.m. - 3 p.m. It was the consensus of the Board members to have the Retreat.

Old Business.

1. Clendenin. Linda Wright reported that the Clendenin Branch Library reopened on Tuesday, April 14. All of the collection has been reassembled and shelved. The juvenile deposit collection at Charleston has made available several hundred picture books as most of this part of the Clendenin collection was lost in the flood. Although the library is open there is still work to be done. Most

critical, there is not an adequate Circulation desk which severely hampers staff work. A new desk has been designed by the staff and ordered through a local company. The Library will be replacing tables and other items once the circulation desk is in place and we can determine how much space there is to work with. Work is underway on verifying the availability in print of the materials from the collection lost in the flood.

Ms. Wright reported that the public has been extremely receptive to some of the changes made in the building such as some rearrangement of the collection and the new paint and carpet.

Dr. Ranson reported that FEMA has agreed on a settlement of $13,877 if we buy flood insurance for the Clendenin building. The insurance would cost $2350 annually with a $1000 deductible. The annual premium for all our insurance is now $25,000. According to FEMA, if we take the money offered we have to keep the flood insurance as long as we own the property. Ms. Thomas moved to decline the FEMA award for Clendenin flooding, and it was seconded by Ms.

Chilton. After additional discussion, Mr. Moss moved to table the motion pending whether the Library's regular insurance carrier will require us to have flood insurance. Mr. Smith seconded and the motion to table passed. It was the consensus of the Board that Dr. Ranson seek professional insurance advice on the issue and report that information to the Support Services Committee prior to the next Board meeting.

2. Cross Lanes. Ms. Wright reported that everyone will be receiving invitations to the groundbreaking for the new Cross Lanes Library on June 3, 1997 at 11 a.m. The Cross Lanes Library Board has had several fund-raisers including a Book Sale, Fun/Run Walk and Soccer Tournament and have raised several thousand dollars that will be matched by the Greater Kanawha Valley Foundation.

Ms. Wright reported that Richard Ressmeyer did go back to the anonymous donors with the offer the Board had agreed to at the April meeting. The donors refused the offer because they did not feel it was adequate enough for what

they were giving. They still may give the Cross Lanes Library building fund some additional dollars.

3. Implementation of Settlement with County Commission. Dr. Ranson reported that a mechanism has not yet been put in place at the Sheriff's Office for the Library to receive funds according to the settlement. Ms. Wright reported that Dr. Ranson is working with Mr. Zoeller about getting it worked out with the Sheriff's Office without going to another level. Mr. Stewart stated that we have only until August for the Sheriff's Settlement for taxes collected in 1996-97. Ms. Thomas suggested that we get Board volunteers to work with Dr. Ranson and Ms. Wright on this issue. Volunteers are: Mr. Smith, Ms. Thomas and Mr. Kauffelt.

4. Library Foundation. Ms. Wright reported that although the "We've Got the Fire" event was well done and well received by those who attended, the Foundation lost money on the event. Ms. Wright stated that a review was underway of what needs to be done to better ensure the success of future fund raising events.

New Business.

Upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

Dr. William J. L. Wallace

WHEREAS, It is with deep sorrow and profound regret that we record the death of Dr. William J. L. Wallace on April 26, 1997; and

WHEREAS, Dr. William J. L. Wallace served as professor and President of West Virginia State College for forty years and as a community leader served on numerous boards and committees; and

WHEREAS, Dr. William J. L. Wallace rendered devoted and distinguished service to the Kanawha County Public Library Board of Directors from October 10, 1967 - April 26, 1997 and as President of the Board from July 2, 1982 - July 12, 1985; and

WHEREAS, Dr. William J. L. Wallace worked diligently and well for the improvement of library service and particularly for more training for library staff; and

WHEREAS, In this first meeting since the death of our friend and fellow member, the Library Board of Directors wishes to give expression to its sense of loss; and

THEREFORE BE IT RESOLVED, That this resolution of tribute be spread upon the minutes of this meeting and a copy be transmitted to the family of Dr. William J. L. Wallace, to whom we extend sincere and heartfelt sympathy.

There being no further business, the meeting adjourned.

Virginia W. Rugeley
President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 9, 1997

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 9, 1997 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Mrs. Carter	Mr. Rolston
Mrs. Glasser	Mrs. Rugeley
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	Mr. Smith
Mrs. Poffenbarger	Ms. Tarr

Also present were Ms. Linda Wright, Library Director and Dr. Fred Ranson, Administrative Services Officer.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the Minutes of the regular meeting held May 12, 1997 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Carter, and unanimously carried, the payment of Book bills in the amount $40,339.87 and General Bills in the amount of $108,363.09 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $22,642.59 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Carter, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May 1997, included were the following:

A substantial amount of staff time was spent in May on preparing for the children's and young adult summer reading programs. A number of school visits were made to promote the programs. Information sessions were held for prospective Volunteens and parents. It is worth noting that we have had a number of Volunteens from last summer interested in again serving their local library.

The Bookmobile staff made a concerted effort to make people in the upper valley aware of the summer schedule. Literally thousands of schedules and flyers have been distributed.

The Library had a booth at the Senior Expo at the Civic Center May 20 and 21. The Bookmobile made special Saturday appearances at the Charleston East End Association Fair and the Children's Festival of Friends at Coonskin Park.

Dunbar Librarian, Sandra Turner, worked with the Librarian at Mound Elementary to obtain permission from the software company that produces the Accelerated Reader software to move it from the school to the Dunbar Branch Library for the summer. This software is used in an increasing number of county elementary schools to encourage reading. Special efforts have been made to encourage children in

the Dunbar area to take advantage of this opportunity. Some of the Dunbar Volunteens will be assisting these younger readers.

Clendenin continues to receive donations for recovery from the flood. The student body at Elk Elementary Center decided to donate the $1000 they made at their Spring Book Fair to purchase children's books for Clendenin. Several boxes of books totaling 194 mostly 1997 copyrighted were donated from the Central Office at Kanawha County Schools.

The Reference Department has begun to receive their first e-mail reference questions via our Internet site. Patrons are also making requests for specific titles in our collection via e-mail.

The Audiovisual Department took a field trip May 16 to visit the Main Library of the Columbus Metropolitan Library system. In addition to touring the facility and spending time with their Audiovisual counterparts they also spent time in Technical Services. KCPL currently has a staff committee reviewing some aspects of the physical processing of materials and KCPL staff brought back a number of ideas as a result of this visit.

One of the final pieces of the Audiovisual Department expansion became a reality in May. Part of the new back room space in Audiovisual was remodeled as a graphic arts center for staff use. This center now houses the lettering machines, laminating machines, rolls of paper and other items that staff members need for displays. The new area provides for the first time convenient and adequate work space for this activity that allows staff to work much more efficiently.

Retirement. Mrs. Rugeley introduced JoEllen Flagg to the Board. Ms. Flagg is retiring from her position as Head of Branch Services on June 30, 1997. In order to acknowledge Ms. Flagg's years of service the following resolution was unanimously adopted:

RESOLUTION

WHEREAS, Ms. JoEllen Flagg has been employed by the Kanawha County Public Library system since June 5, 1978; and

WHEREAS, Ms. JoEllen Flagg has fulfilled the responsibilities of her position as Head of Branch Services with diligence, loyalty, and integrity; and

WHEREAS, Ms. JoEllen Flagg was a strong advocate for improved communications within the Library system, for staff development, and for participation in professional library organizations; and

WHEREAS, Ms. JoEllen Flagg brought great credit to the Kanawha County Public Library system and to herself through her long-time dedicated professional affiliation with the American Library Association, in which she has served on numerous committees; and

WHEREAS, Ms. JoEllen Flagg has submitted notification of her intent to retire on June 30, 1997 after nineteen years of service;

NOW, THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation the nineteen years of dedicated and loyal service rendered by Ms. Flagg.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Ms. Flagg a retirement filled with good health and the enjoyment and satisfaction of continued achievements in whatever areas of interest and endeavor she may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Ms. Flagg.

Reports of Committees.

1. Financial Affairs Committee. Mr. Ray reported that the Committee has taken up several items of business.

A. A list of non-appropriated receipts in the amount of $106,901.90 was identified, explained and is hereby attached to the minutes of this meeting. Upon a motion from the Committee by Mr. Ray that was unanimously carried, the following resolution was adopted:

RESOLVED, That the 1996-97 budget be amended to reflect non-appropriated receipts of $106,901.90 as submitted to this meeting and any additional money received between this date and June 30, 1997.

B. Clendenin Flood Damage. After discussion a motion from the Committee was made by Mr. Ray, was unanimously carried, and the following resolution was adopted:

RESOLVED, That the 1996-97 budget be amended to increase the Technical Services Department Library Supplies line item by $13,235.00 and the Contingency line item by $9,262.59 as a result of part of the settlement from the Library's insurance carrier for the Clendenin Branch flood damage.

C. State Grant -In-Aid. After an explanation was given a motion from the Committee was made by Mr. Ray, was unanimously carried, and the following resolution was adopted:

RESOLVED, That in the 1997-98 budget that income from State Grant-In-Aid be increased by $11,872.00 and that salaries be increased by $11,872.00.

D. Cross Lanes Contribution. After discussion a motion from the Committee was made by Mr. Ray, was unanimously carried, and the following resolution was adopted:

RESOLVED, That in lieu of the fiscal year 1996-97 contribution from the Cross Lanes Board, that the Cross Lanes Board be permitted this year to donate a like amount to the Library Foundation for the Cross Lanes Library building project.

2. Membership Committee. Mrs. Rugeley reported to the Board on a meeting held on June 5, 1997 with members of the Board of Education with regard to the appointment of Library Board members.

3. Personnel Committee.

A. Limited Benefits for Part-Time Staff. Ms. Glasser reported the Committee had discussed a current policy of limited benefits for part-time staff in certain circumstances. As the Library now offers short-term and long-term disability coverage this policy is no longer needed. Ms. Glasser made a motion seconded by Dr. Bailey to rescind Memorandum #802 of the Personnel Policies and Procedures entitled "Limited Benefits for Part-Time Staff in Specified Circumstances" as it was no longer applicable. The motion was unanimously approved.

B. Request to attend workshops. After discussion Ms. Glasser made a motion from the Committee and the following resolution was unanimously adopted:

RESOLVED, That 3 staff members be authorized to attend 3 different workshops offered by the School of Library and Information Science at the University of Pittsburgh, Pittsburgh, PA at different dates during the summer of 1997 and the expenses of the 3 staff members be paid in an aggregate amount not to exceed $1,400.00

4. Support Services Committee.

A. Purchase of new van. After discussion and upon a motion made by Mr. Rolston, seconded by Mrs. Poffenbarger and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer be authorized to purchase a new van for the use of the maintenance staff at a cost not to exceed $25,000.00

B. Surplus vehicle. After discussion and upon a motion made by Mr. Rolston, seconded by Dr. Bailey and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer be authorized to publicly advertise the surplus 1990 Chevrolet van and to sell the vehicle to the highest bidder.

5. Purchase of Equipment from Clay Grant. After discussion and upon a motion made by Mr. Rolston and seconded by Mr. Smith and unanimously carried, the following resolution was adopted:

RESOLVED That the Library Director and Administrative Services Officer be authorized to accept bids and make the purchase of computer equipment from the first phase of the Clay Foundation Grant at a cost not to exceed $85,000.

6. Renovation of KB&T Building. After discussion and upon a motion made by Mr. Moss, seconded by Mrs. Poffenbarger and unanimously carried, the following resolution was adopted:

RESOLVED, That the Executive Committee be authorized to act upon a proposed agreement with regard to the temporary use of library property to assist with renovation of the KB&T Building.

7. FEMA Award for Clendenin Branch flood damage. A motion was made to remove from the table a motion regarding the Federal Emergency Management Agency (FEMA) award of $12,449.00 for the flood damage to the Clendenin Branch Library. Dr. Ranson explained the information he had developed with regard to FEMA'S requirement to carry flood insurance for Clendenin in order to receive the grant. After discussion the motion from the last meeting to decline the FEMA award was unanimously defeated. Mr. Rolston offered the following resolution which was seconded by Mrs. Poffenbarger and unanimously adopted:

RESOLVED, That the Kanawha County Public Library accept the Federal Emergency Management Agency's award of $12,449.00 for flood damage to the Clendenin Branch Library; and

FURTHER RESOLVED, That the Library Director and Administrative Services Officer are authorized to acquire flood insurance for the Clendenin Branch Library to meet that requirement for this award.

Old Business.

Cross Lanes. Ms. Wright reported that the groundbreaking for the new Cross Lanes Branch took place on June 3 and was a successful event. Mrs. Rugeley added that the highlight of the event was having children actually doing the groundbreaking.

Implementation of Settlement with County Commission. Dr. Ranson reported that he had spoken several times with County Administrator Stephen Zoeller about this matter. In the most recent conversation on June 6, Mr. Zoeller indicated a tentative mechanism was discussed with the Tax Section of the Sheriff's Office. Dr. Ranson will make an appointment to meet with a representative of that section.

New Business.

1. Appointment of Nominating Committee. Mrs. Rugeley appointed Dr. Bailey, Mrs. Glasser and Mr. Rolston to this committee who will consider and recommend nominations for the election of officers for fiscal year 1997-98. Mr. Rolston will chair the committee.

2. Date for the Annual Meeting. Mrs. Rugeley announced that due to the first Friday in July being Independence Day, the annual meeting of the Board would be held on Monday, July 14, 1997 at 2:00 p.m. at the St. Albans Branch Library.

Ms. Wright and Dr. Ranson were then excused from the meeting. A motion was made and seconded to go into executive session. After a motion was made and seconded to come out of executive session it was reported that the salary of the Library Director for fiscal year 1997-98 had been set at $77,307.68.

There being no further business, the meeting adjourned.

Virginia W. Rigsby
President

Linda T. Knight
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

July 14, 1997

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 14, 1997 at 2:00 p.m. in the Meeting Room at the St. Albans Public Library.

The following members were present:

Mrs. Glasser	Mrs. Rugeley
Ms. Hemmings	Mrs. Sloan
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Ms. Whitehead
Mrs. Poffenbarger	Mr. Walters

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant.

Mrs. Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed the library staff and the following guests: Ms. Catherine Mills, Mr. Quintin Dekker and Ms. Eleanor Keenan from the St. Albans Branch Board; Mr. Karney Tinney from the Sissonville Branch Library Board; Ms. Pam Coyle and Ms. Kim Lovinski from the South Charleston Public Library; Mr. Bill Davis from the Library Foundation Board; Delegate Larry Rowe; and Mr. Jack Gessel, Mayor of St. Albans.

The President introduced those Board members present.

The President thanked all staff for the hard work throughout the 96/97 fiscal year. Special acknowledgments went to: Richard Ressmeyer, Director of Development; Cindy Miller, Public Relations Officer; Karen Arnett and Stephanie Napier-Tyree, Automation Department; Cross Lanes staff; Chuck Riecks, spouse of Cross Lanes Branch Librarian Alice Riecks; all staff who helped with the Clendenin Flood Recovery; Audiovisual staff; Technical Services staff; all Branch Managers, the Workplace Survey Committee and the St. Albans Branch Library for hosting the annual event.

Correspondence. Ms. Wright read a letter from Ms. Jorea Marple, Superintendent, Kanawha County Schools, approving the nomination of Ms. Nelle Chilton, Mr. Darrell Rolston and Ms. Pamela Tarr for six year terms on the Kanawha County Public Library Board of Directors to begin on July 1, 1997 and end on June 30, 2003; and to approve the Kanawha County Commission's recommendation for the appointment of Ms. Jerie Whitehead to fill the current existing vacancy on the Board of Directors for a term that will end June 30, 1999.

The letter from Ms. Jorea Marple, Superintendent, Kanawha County Schools, is hereby attached to the minutes of the meeting.

Approval of Minutes. Upon a motion by Mr. Kauffelt, seconded by Mr. Walters, and unanimously carried, the minutes of the June 9, 1997 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Walters, and unanimously carried, the payment of Book Bills in the amount of $67,910.94 and General Bills in the amount of $139,628.17 were approved

and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,523.71 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Walters, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Annual Report. The President introduced Ms. Wright, Library Director and asked for the Library Director's Annual Report for Fiscal Year 1996/97. Ms. Wright noted some of the accomplishments during the past year.

The Annual Report for fiscal year 1996/97 is hereby attached to the minutes of the meeting.

Ms. Wright then introduced the following staff members who made presentations to the Board:

- Karen Arnett, Automation Manager shared an overview of the Clay Foundation Technology Grant.

- Stephanie Napier-Tyree, Automation Technician, spoke on the KCPL Web Site and gave a visual overview of the web site.

- Cindy Miller, Public Information Officer, shared the process taken to receive the Grolier National Library Week Award.

- Tammy Parker, Clendenin Branch Manager, spoke on the many efforts made in the Clendenin Flood Recovery.

- Richard Ressmeyer, Director of Development, spoke on fund raising for the new Cross Lanes Branch Library.

- Alice Riecks, Cross Lanes Branch Librarian, shared information on the plans and ground breaking for the new Cross Lanes Branch Library.

- Julie Spiegler, Audiovisual Department Head, spoke on the expansion of the Audiovisual Department.

The regular portion of the meeting resumed. Mrs. Rugeley asked for the report of the Public Services Committee.

Mr. Moss, reported that the County Commission requested to use the St. Albans Branch Library as a voting facility. Upon a motion by Mr. Moss, seconded by Ms. Hemmings, the following resolution was unanimously adopted:

RESOLVED, That the Library Director be authorized to allow the Clerk for the Kanawha County Commission to use the St. Albans Branch Library as a voting precinct.

The President then asked for a report from the Nominating Committee.

Ms. Glasser, reported that the Nominating Committee recommended the following slate of officers for 1997/98:

- Mrs. Virginia Rugeley - President
- Ms. Nelle Chilton - First Vice President
- Mr. T. D. Kauffelt - Second Vice President
- Ms. Linda G. Wright - Secretary/Treasurer

There being no nominations from the floor, upon motion of Ms. Glasser, seconded by Ms. Tarr, and unanimously carried, it was moved that the above-named officers be elected by acclamation.

Old Business.

Ms. Wright shared that the specifications for the construction contract for the Cross Lanes Branch Library have been completed and the advertisement is being placed in the newspaper.

There being no further business, the meeting adjourned.

Virginia N. Rugeley
President

Linda G. Wright
Secretary

Kanawha County
Public Library system

An Award Winning
West Virginia Library System

1996-1997 annual report

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Kanawha County
Public Library system

Board of Directors

Virginia H. Rugeley, President
Nelle Chilton, First Vice President
T. D. Kauffelt, Second Vice President
Kenneth R. Bailey
Phyllis H. Carter
Carole Glasser
Sharon Hemmings
Bruce Moss
Susan Poffenbarger
John L. Ray
Darrell Rolston
Frances Sloan
Parker K. Smith, Jr.
David L. Stewart
Pamela D. Tarr
Sandra Thomas
Douglas J. Walters

Linda G. Wright, Library Director

~A Tribute~
Dr. William J. L. Wallace

Dr. William J. L. Wallace, Kanawha County Public Library system board member, died April 26 at Thomas Memorial Hospital following a long illness.

Dr. Wallace was a professor and president of West Virginia State College for forty years and as a community leader served on numerous boards and committees. He served on KCPL's board since October 10, 1967, and as president of the Board from 1982-1985.

He is greatly missed by fellow board members and library staff members.

Library Staff

Patricia Abbott
Janet Adams
Peggy Anderson
Jean Andrews
Karen Arnett
Barbara Bays
Holly Becker
William Bell
Patricia Bergeron
John Boggess
Olivia Bravo
Willie Brooks
Linda Brumfield
Darlene Burdette
Reba Burdette
Mary Burgess
Ruth Burgess
Sara Burgess
Melissa Carr
Eddie Childers
Janet Christman
Garnett Clark
Vicki Cox
Patricia Crihfield
Sandra Cunningham
Kim Dankovich
Penny Dawson
Gwyn Dekker
Yvonne Dolin
Ralph Douglas
Karen Duckwyler
Judith Duncan
Samantha Eck
Lori Falin
Yvonne Farley
Denise Ferguson
Ronald Finney
JoEllen Flagg
Brenda Foye
Elizabeth Fraser
Lucy Frazier
David Frercks
Sandra Frercks
Linda Galloway
Beverly Geiger
Robert Gibson, Jr.
Wanda Good
Diana Grant
Paul Gwinn
Pamela Hacker
Betty Jane Harper
Jessica Harper
Susan Harper
Gail Harrison
Rachael Hartman
Rebecca Hensley
Roger Hensley
Marilyn Henstock
Bridget Herndon
Mary Jane Hicks
Billy Holcomb
Marsha Holliday
Garnetta Holmes
Susanna Holstein
Sheila Hooper
Judy Hudnall-Cordle
Terry Huffman
Jane Hughes
Betty Hundley
Linda Irving
David Jackson
Sharon Jaggers
Carol Johnson-Cyrus
Karen Kelly
Jenifer Kidd
Kevin Kidd
Lisa Kidd
Kelli Kroeger
Linda Lacaria
Cynthia Lane
Linda Lawrence
Matthew Lawson
Judith B. Lightner
Ethel Lindberg
Mark Lovejoy
Carmel D. Lucas
Mary Lou Lucas
Darrell Mack
Lisa Mack
Janet Martin
Terri McDougal
Margaret McGarrity
Angela Miller
Cynthia Miller
Linda Miller
Joycelyn Mills
Theelema Mines
Teresa Mullins
Stephanie Napier-Tyree
Jean Naylor
Tammy Parker
Samuel Patton
Sharon Patton
Diane Pauley
Nancy Pennington
Annette Phillips
Henry Pickens
Thelma Mae Pickrell
Kristen Priestley
Frederick Ranson
Pam Reger
Richard Ressmeyer
John Reynolds
Willard Reynolds
Alice Riecks
Timothy Rock
Janie Rojas
Debra Russell
Jane Saluta
Vicky Samples
Mary Savage
Susan Saylor
David Schau
Pamela Shillingburg
David Simms
Yvonna G. Sloan
Dixie Smith
Shirley Smyth
Jimmy Snyder
Linda Spaulding
Julia Spiegler
David Stone
Deanna Stone
Barbara Straughter
Eddie Sweeney
Cathy Tamargo
Marsha Taylor
Mary Ann Taylor
Micah Toler
Judith Toney
Sandy Trimble
Peggy Triplett
Norma Truluck
Charles Tuitt
Sandra Turner
Tonie Tuttle
Freda Valavanis
Traletta Wallace
Lora Ward
Paula Ward
Penny Welday
Sandra Whaples
David Williams
Joyce Williams
Cicely Woodson
Linda Wright
Sara Sue Wright
Kelly Zurel

1996-97 statistics

Total patrons registered as of June 30, 1997:	*104,820*
Total items in the collection as of June 30, 1997:	*615,882*
During the 1996/97 Fiscal Year:	
Items Circulated:	*1,080,860*
New Patrons Registered:	*11,236*
Patron Visits to Libraries:	*820,577*
Patron Calls to Libraries:	*79,647*
Reserve Requests Processed for Specific Items:	*93,711*
Items Interloaned From one KCPL location to another:	*61,343*
Items Requested by Other Library Systems from KCPL Through Interlibrary Loan	*2,728*
Directional, Information and Reference Questions Answered:	*274,921*
Number of Children's Programs Conducted:	*619*
Number of Children Attending Children's Programs:	*12,445*
Number of School Classes Touring Libraries:	*387*
Number of Students Touring Libraries:	*8,105*
Number of People Using Public Meeting Rooms:	*8,963*
Number of Volunteer Hours Provided by Young Adults:	*4,039*
Number of Volunteer Hours Provided by Adults:	*1,212*

operations highlights

•The total circulation of all materials was 1,080,860, a four percent increase over the previous year. In the fiscal year just ended 93,711 reserve requests were handled to obtain specific materials either checked out or only available elsewhere in the system. The number of directional, information and reference questions answered was 274,921. The total number of patrons using library facilities was 820,577. The number of new patrons registered was 11,236.

•There was a significant increase in the number of children's programs with 619 conducted as opposed to 520 last year. As a result, program attendance increased significantly as well, with 12,445 children attending these programs.

•The Audiovisual Services Department continues to be the unit showing the greatest growth of circulation. A record 89,203 items were circulated this fiscal year as compared to 66,671 for the last year. This is an increase of 34 percent. These materials are, for the most part, videos, books on cassette, music cassettes and compact discs. The Department continued to work to increase the number of books on cassette in the collection to meet the great demand for this type of material.

•Besides Audiovisual Services the unit showing the greatest increased use was Sissonville with seven percent.

•The Technical Services Department added 49,032 items to the collection in fiscal year 1996-97 and withdrew 41,823 items. The Technical Services Department added an average of 4100 items per month to the KCPL collection. This is an 18 percent increase over the 95/96 average of 3366 items added per month. The Department set a monthly record in April when the staff processed 5213 items. The department revised the procedures for processing Audiovisual materials allowing it to process the ever increasing number of audiovisual materials more efficiently.

•Interlibrary loan service continues to be heavily used. Two thousand seven hundred twenty eight books and periodical articles were sent to other libraries mostly in West Virginia. In addition 1710 items were requested from other libraries to meet the information needs of Kanawha County Public Library patrons. The process for seeking materials from out-of-state locations was completely revised. This has resulted in improved response time and more efficient use of staff time.

•VolunTEENs have again played a major role in assisting the staff over the year, particularly during the summer. More than 4000 hours were donated during 1996-97 by teenagers.

•Several of the changes involving overdue materials that the Board approved in November became effective in January. The maximum amount for a fine block was lowered from $5 to $3 per patron. A monthly fine free day was introduced in January. In the first three months, over 3500 overdue items were returned during the fine free days.

•Patrons have had an extremely positive reaction to the larger quarters the Audiovisual Department now occupies. Part of this increase was due to additional hours of service which were added to Audiovisual's operation. The hours for the department now correspond to those of the other adult departments on the first and second floors.

•A new electronic database product was introduced in January in the Charleston Circulation Department. A CD-ROM entitled "Novelist" is located on a PC near the circulation desk. This CD has over 34,000 adult fiction titles and helps users identify titles they might like to read. The product includes lists of award winning novels. Books can be found by describing a plot or character, a subject or genre, or by entering the title of a novel a patron has read to view a list of similar novels.

operations highlights

•The hours of the Clendenin Branch were increased from 28 to 31 per week effective October 1.

•The Reference Department has begun to receive their first e-mail reference questions via our Internet site. Patrons are also making requests for specific titles in our collection via e-mail. The ability to use the Internet continues to help staff in various locations answer reference questions.

•Approximately 5300 hours of volunteer time was given systemwide. These volunteer hours are very much appreciated as they resulted in the library staff being able to give better service to our patrons.

•Staff members continually work on trying to make the best use of limited space to organize and present materials in an attractive and user-oriented arrangement. The Sissonville Branch and the Children's and Circulation Departments have undertaken significant projects in this area during the past year.

•Additional stops were added to the branch courier service. These stops have improved service to patrons by enabling materials to be delivered sooner.

•Groundbreaking ceremonies were held for the new Cross Lanes Branch Library on Tuesday, June 3. More than 140 people attended including local residents and business owners, contributors and dignatiries.

human resources highlights

Training

•Several staff members attended a workshop entitled "Using the Internet: Beyond the Basics," and one staff member attended "Creating a World Wide Web Page." These workshops were offered by the School of Library and Information Science at the University of Pittsburgh.

•KCPL staff attended in-service workshops on paperback entry (offered by the Technical Services Department) and on fall children's resources and storytime planning (offered by the Children's Services Department).

•Staff Development Day was held on September 11 with 130 staff in attendance plus four staff members from South Charleston. Twenty classes were offered.

•The staff of the Automation Department held three different computer related training sessions attended by over 70 staff members.

•Other staff training opportunities include: six staff members attended a one day session of the Ohio Library Association Conference in Zanesville; two staff members attended a one day session on building and designing children's library space; and thirty-one staff members attended the one day spring workshop of the West Virginia Library Association. Seven staff members also attended the one-day state Read Aloud Conference at Capital High School. Two staff members attended interlibrary loan workshops.

•The Audiovisual Department took a field trip in May to visit the Main Library of the Columbus Metropolitan Library system. In addition to touring the facility and spending time with their Audiovisual counterparts they also spent time in Technical Services. KCPL currently has a staff committee reviewing some aspects of the physical processing of materials, and KCPL staff brought back a number of ideas as a result of this visit.

•Several national conferences sponsored by sections of the American Library Association were attended. Five staff members attended a technology conference in Pittsburgh, two staff members attended a children's conference in Milwaukee and three staff members attended a symposium in Chicago.

•In total the Human Resources Department arranged for a large number of training instances at a cost of more than $20,000.

Personnel

•Two new librarians were hired and started to work in January. Rachael Hartman was hired for the Charleston Children's programmer position. Rachael is from Ohio and has two years professional experience. Teresa Mullins, Head of the Extension Department, has over 15 years experience in reference, audiovisual and computers as well as supervisory experience. She relocated from Florida.

•JoEllen Flagg, head of Branch Services since 1978, retired as of June 30, 1997.

•Phyllis Butcher Clendenin, a 19 year employee of KCPL, passed away unexpectedly on February 17, 1997.

•An orientation guide for new staff members was distributed. This guide was compiled by a hard working committee of staff members working in tandem with the Human Resources Department.

•A staff committee developed and distributed a workplace survey form. The report was received in May.

•Another staff committee worked to develop a revised performance evaluation form.

•An additional benefit was added for staff members. A contract was initiated with Process Strategies to make available an employee assistance program.

technology highlights

•A personal computer was installed at the telephone reference desk allowing staff to use the Internet, Proquest and FirstSearch databases of indexes and periodical articles for telephone reference transactions.

•The installation of VTLS Release 1994 occurred in December. This software update provides improved statistical reporting capability.

•KCPL's web site was introduced during National Library Week. Various locations and staff members were solicited for their ideas about what to include on the web. The address is: http://kanawha.wv.lib.us

•The Children's Department and the Clendenin and Dunbar Branches were added to the wide area network.

buildings & equipment highlights

•The exterior of the Marmet Library was repainted in August. A new ramp to the entrance was constructed and a new sign was installed.

•Work was done in November and December to expand the Audiovisual Department. During the fall another area in the large fourth floor storage room was cleared of materials. In December a new wall was erected and painted to divide Audiovisual from the storage area. Carpeting, shelving and a new public entrance were installed late in December. At the close of operating hours on Saturday, January 4, a group of staff went to work and moved all the materials into the new area, which was ready for users on Sunday, January 5. The new Audiovisual Department is roughly 50% larger than the former quarters. The area that had been the Audiovisual Department is now a staff work area for the Department and a storage area for audiovisual equipment.

One of the final pieces of the Audiovisual Department expansion became a reality in May. Part of the new work room space in Audiovisual was remodeled as a graphic arts center for staff use. This center now houses the lettering machines, laminating machines, rolls of paper and other items that staff members need for displays. The new area provides for the first time convenient and adequate work space for this activity, allowing staff to work much more efficiently.

•On March 1 the Clendenin Branch Library was damaged by two and a half feet of flood water and mud throughout the building. Approximately 2500 books were destroyed by the water. The carpet had to be replaced and the lower part of the walls repaired. The interior of the building was repainted. The circulation desk was replaced, as well as other furniture. The Branch reopened for public use on April 15. Numerous staff members worked either directly or indirectly in the recovery process. A number of volunteers from the Clendenin community also were involved in the recovery. All of this effort resulted in a reopening, only six weeks after the flood.

•Plans were completed for the joint public library/ school library branch to be built at the new Riverside High School.

•Plans were completed for the new Cross Lanes Branch Library.

programming highlights

•The 1996 summer reading theme "Wild about Reading" resulted in a variety of summer programs during July. A sample of these programs included:
-The library's first organized monkey races with 100 participants in a St. Albans program.
-Over 200 attended a family program at St. Albans on weather presented by Tony Maniolfi of WCHS.
-For the third year the very successful and exciting "Snakes Alive" science program was held on 12 separate occasions at eight locations with over 1,500 children and adults in attendance.
-The end of the Summer Reading program was celebrated by a Finale held at Shawnee Park on August 2. Approximately 300 children and parents enjoyed a beautiful summer evening with games, face painting, a clown and karaoke.

•The Extension Department staff, along with some staff from several other Charleston Departments, held a program at Quincy Center to highlight the Bookmobile and its services, as well as the plans for the joint library facility to be built at Riverside High School.

•The annual Regatta Book Sale was again held at the Civic Center. The revenue from the sale was over $15,600. The Book Sale Committee, with a number of other staff assisting, are responsible for this event. The Bookmobile was a part of the Regatta Parade.

•Although programming decreases in August after the exhilarated pace of June and July, two programs held in August had very good attendance. In the Charleston Children's Department a Saturday program presented by the Kanawha Valley Train Club drew over 60 adults and children. In Marmet the program "A Wolf in the Library" had an enthusiastic audience of 70 adults and children.

•A book discussion program entitled "Exercise Your Mind" was launched at Charleston. It is led by a community member.

•The Dunbar Branch Library offered one of the more unique programs of the year last September. To promote "National Ice Cream Month" a twelve foot ice cream sundae was created and devoured in the lobby area of the building. Another unique program was a Star Trek Celebration program at Charleston. As part of this program a video contest was held. The winning videos ranged from a music video to a claymation project. The program also included transporter door prizes and autographed pictures.

•Library staff members offered an all day workshop entitled "Research and Writing for Fund Raising" for libraries and other non-profits. Forty-five people attended this program, which highlighted the Foundation Center and gave tips on grant writing.

•Two of the best attended programs last fall were the annual Halloween storytelling program presented by the Clendenin Library Board and staff, which had over 130 in attendance, and a similar program offered for the first time this year at Elk Valley, which had over 60 children and adults attending.

•Imagination Celebration, KCPL's Halloween Storytelling program held at the Cultural Center, had more than 350 people. Storytellers were Lynette Ford and Adele Browne, both from Columbus, Ohio. WOWK-TV 13's Spencer Adkins was the master of ceremonies. This program is coordinated annually by the Public Relations Department.

•A number of Children's Book Week presentations were done in November for classes at Sissonville Elementary, Pinch Elementary and Valley Grove Elementary. In addition classes ,from Elk Elementary Center, Central Elementary and Piedmont Elementary came to various libraries for presentations. During the year 387 classes with 8,105 students visited various library locations.

programming highlights

•During the year, numerous Internet training sessions were offered by staff at each location currently connected to the Internet.

•December, as always, was season for Library Open Houses. Each library location, including Charleston, held an open house during the first two weeks in December. Besides a visit from Santa, the Library Lynx, KCPL's mascot, was in attendance at a number of locations. In Marmet the Library joined in with other community groups to have a Christmas Festival at Marmet Elementary.

The annual December Food for Thought, Food for Fines rogram was held systemwide. More than 9300 items ere donated and 4334 fines valued at over $24,100 were waived. The donated items were given to food pantries in each community.

•The focus of a lot of effort in the public service units during April was the work involved in carrying out the activities of the National Library Week theme, "Kids Connect @ the Library." Each location offered a Library Camp for students in grades 4-6 to learn library skills. All locations celebrated Read to Me Day. Each location also sponsored an open house. The mascot, Library Lynx, also made a visit to most locations. A number of Internet for Kids sessions were held during the month at locations with Internet access. We also had some Internet for Parents sessions. There were numerous displays around the system related to the theme. KCPL went on-line and launched our own website. We also inaugurated children's CD-ROM stations at Sissonville and Charleston both with a variety of children's CD-ROM programs. All of this activity received a lot of attention in the media from both newspapers and all three TV stations. The $4000 award we received from the Grolier Corporation was mainly used for radio advertising and billboards.

•To celebrate National Poetry Month, the Charleston Library sponsored a poetry reading outside on the front plaza on April 26 at noon. The program included readings by various local poets. An estimated 100 people dropped by and the event was covered by Channel 13.

school and community

outreach highlights

Schools

•The Children's Branch Programmer made 29 presentations to approximately 800 elementary age children in various schools in an effort to make more teachers and students aware of library materials and services. Specific projects to regularly visit schools and do classroom readings were undertaken by the Clendenin and Elk Valley branch libraries.

•Numerous school visits by staff members from all locations were made during May to promote summer reading and the volunTEEN program.

•Nineteen faculty members from Clendenin Middle School spent part of an in-service training day at the Clendenin branch for a tour and an overview of how the library system can assist with assignments. A library staff member portrayed John Henry.

•Cindy Miller, public relations officer, taped the first half hour segment of a new program on the Kanawha County Schools cable channel. Two half hour programs will be taped each month entitled AT THE LIBRARY.

•The Library had exhibit tables at five different locations during the in-service training workshops held for teachers before school began. Presentations were made to the school librarian's in-service program.

Community

•The Public Relations Department coordinated displays and handouts promoting KCPL at the Charleston Chamber's Cavalcade of Trade, the Senior Expo and CAMC's Annual Baby Shower all held at the Charleston Civic Center.

•Public Relations prepared a teacher's newsletter and distributed a copy to all Kanawha County Schools teachers, central office personnel and board members.

•Creativity of staff continued to be used in developing attractive displays to alert the public to library services and materials.

•Bookmobile staff began a project to heavily promote service in the upper Kanawha Valley. Those efforts began in August with a Bookmobile Extravaganza at Quincy Center and have continued with the distribution of many flyers and schedules.

•A member of the Reference Department spoke to a class of 54 students at West Virginia Graduate College about grant resources. In addition, she reviewed various investment resources the Charleston Library has for the Women's Investment Group and conducted a grant workshop for the Fifth Annual West Virginia Tobacco Control and Prevention Conference.

•Other outreach efforts by various staff members included a book talk to 19 senior citizens in the 55+ program at Town Center Mall, working with Career Works to show students how to research information on companies.

•Library staff members were presenters at the Kanawha County International Reading Association's Family Night at Piedmont Elementary and at the State Read Aloud conference.

•The Bookmobile made many special appearances at various events and programs in the County such as the Charleston East End Association Fair, Children's Festival of Friends at Coonskin Park, Children First Family Expo at the Civic Center and the Riverfest Parade in St. Albans.

•KCPL sponsored the fourth Teen Volunteer Fair at the Charleston Town Center on March 22. Eleven other organizations joined the Library in offering exhibits designed to attract teens to volunteer during the summer. Over 150 teens stopped by our display. WSAZ-3 interviewed staff members.

grants, sponsorships, special recognition

1996-1997 Gifts and Grants

- $250,000 approved by Clay Foundation to the KCPL Automation Technology Project
- $50,000 The Greater Kanawha Valley Foundation Challenge to new Cross Lanes Branch Library
- $15,000 awarded by the Jacobson Foundation as second half of grant to new Cross Lanes Branch Library
- $15,000 WV State Legislature to new Cross Lanes Branch Library
- $10,000 Union Carbide Foundation to new Cross Lanes Branch Library's Reference Materials Collection
- $10,000 CAMC Foundation for medical reference resources at the Riverside Branch
- $5,000 City National Bank to new Cross Lanes Branch Library
- $5,000 Cross Lanes Woman's Club to new Cross Lanes Branch Library
- $5,000 One Valley Bank Foundation to new Cross Lanes Branch Library
- $5,000 Rhone-Poulenc to new Cross Lanes Branch Library
- $5,000 Cross Lanes Library Board—new local fundraising—to new Cross Lanes Branch Library)
- $4,000 Grolier National Library Week Award
- $3,000 Terramite Corporation to new Cross Lanes Branch Library
- $2,500 Herscher Foundation toward multi-media computer for Children's Services, Charleston
- $2,000 Columbia Natural Resources & Columbia Gas Transmission to new Cross Lanes Branch Library
- $1,500 Spilman, Thomas & Battle to "We've Got the Fire!," Author Joyce Carol Oates
- $1,467 Cross Lanes Junior Woman's Club to new Cross Lanes Branch Library
- $1,000 The Charleston *Gazette* to Creative Writing Workshop, Author Joyce Carol Oates
- $1,000 Kanawha Valley Advertising to "We've Got the Fire!," Author Joyce Carol Oates
- $1,000 Dickinson Properties to The Library Foundation of Kanawha County annual membership

- A major gift to The Library Foundation of Kanawha County, Inc. of equity stocks and mutual fund shares was made by an anonymous donor family in 1996-1997 for the Cross Lanes Branch Library Building Fund, in memory of Mohandas K. Gandhi. The value of this gift was $33,483. This donation accounted for one-third of the matching requirement, which qualified the Cross Lanes Building Fund, for all $50,000 of the Challenge Grant offer from The Greater Kanawha Valley Foundation. In response to this gift a special Study Center at the new Cross Lanes Branch Library will include a book and information collection about Gandhi and his non-violent philosophy, and periodic events will focus on his contribution to the promotion of peace and understanding among the world's people.

- Many dozens of gifts were received by The Library Foundation of Kanawha County from private individuals in amounts ranging from a few dollars to $1,000 for both the Cross Lanes Building fund and as memberships in the Library Friends.

- Important in-kind donations were made by West Virginia American Water Company in support of a mailing to 90,000 households and Kanawha Valley Advertising for the presentation of six billboards, as part of the National Library Week promotional campaign.

The Library Foundation
of Kanawha County, Inc.

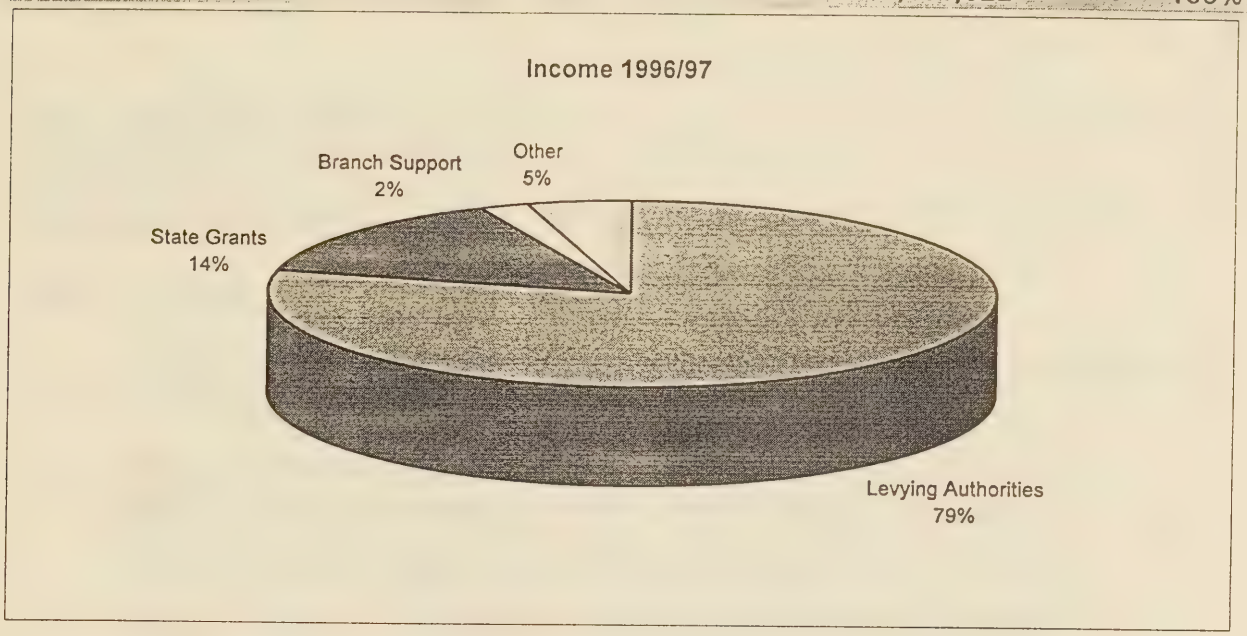
•Greater than 550 individuals, businesses, organizations and foundations have contributed to The Library Foundation of Kanawha County, Inc. since it was first organized in November 1994. This supplemental financial support makes possible special projects and events, and provides support for special initiatives in the areas of buildings, automation technology, staff training and development.

•A variety of efforts were made by library staff members to bring the Cross Lanes building project to the attention of the Cross Lanes community. Plans were displayed in the library and at local banks. Plans and information were exhibited at parent nights or PTA meetings at Cross Lanes and Point Harmony elementary schools, Andrew Jackson Middle School and Nitro High School. A number of information sessions were held at the Cross Lanes Branch. A sign was erected at the site of the new branch.

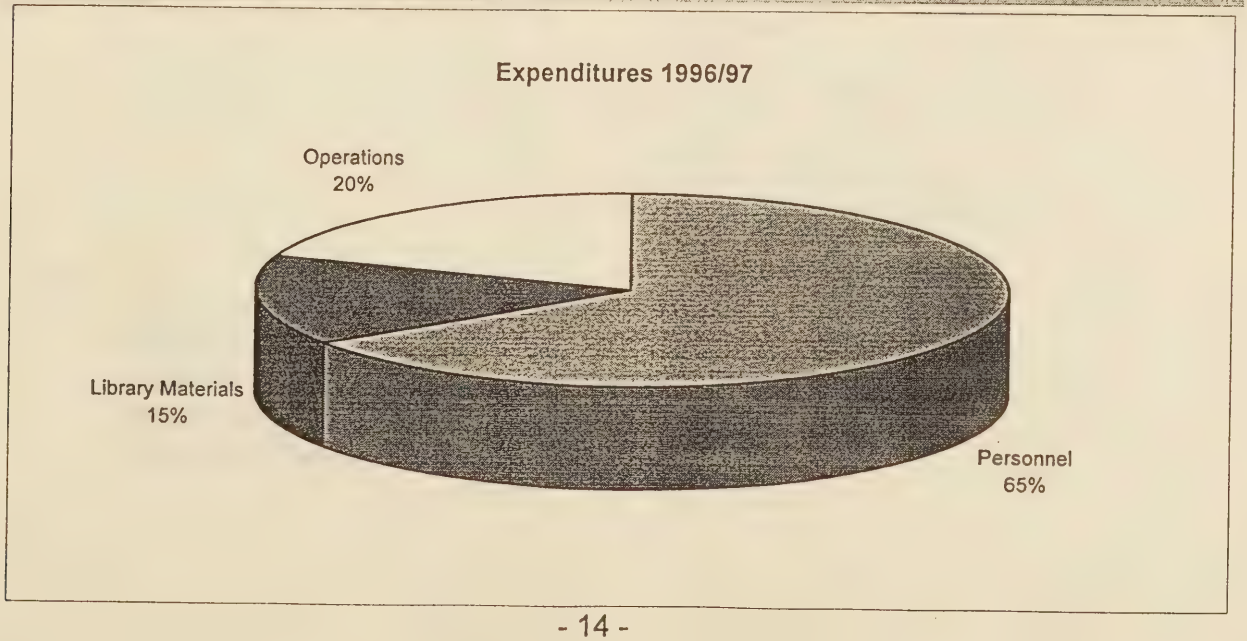
•The Library Foundation held its annual author event during National Library Week, "We've Got The Fire." This year's featured author was Joyce Carol Oates. Ms. Oates has won numerous national writing awards.

KANAWHA COUNTY PUBLIC LIBRARY
BUDGET FOR
FISCAL YEAR 1996/97

Levying Authorities	$4,015,754	79%
State Grants	$730,862	14%
Branch Support	$116,006	2%
Other	$239,000	5%
Total	$5,101,622	100%



Personnel	$3,333,631	65%
Library Materials	$757,782	15%
Operations	$1,010,209	20%
Total	$5,101,622	100%



Kanawha County Schools
200 Elizabeth Street, Charleston, West Virginia 25311-2119 • Phone (304) 348-7732 • FAX (304) 348-1934
Jorea Marple, Ed.D., Superintendent

June 26, 1997

RECEIVED
JUL 1 1997

Mrs. Linda Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

Dear Ms. Wright:

In action taken by the Kanawha County Board of Education on Thursday, June 19, 1997, the following motion was unanimously approved by the Board:

> " I move that the Board approve the Kanawha County Public Library Board's resolution adopted on Monday, April 14, 1997, nominating the following to serve six-year terms beginning July 1, 1997, and ending June 30, 2003: Ms. Nelle Chilton, Mr. Darrell Rolston and Ms. Pamela Tarr; and to approve the Kanawha County Commission's recommendation for the appointment of Jerie Whitehead to fill the current existing vacancy on the Board of Directors."

Should additional information be necessary, please do not hesitate to give me a call.

Sincerely,

Jorea M. Marple, Ed.D.
Superintendent of Schools

bje
cc: Board of Education Members
Commissioner Henry C. Shores
Commissioner Louis H. Bloom
Commissioner W. Kent Carper
Stephen J. Zoeller, County Manager

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 11, 1997

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 11, 1997 at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey
Mrs. Carter
Mrs. Chilton
Mr. Kauffelt
Mr. Moss
Mrs. Poffenbarger
Mrs. Rugeley
Mrs. Sloan
Mr. Smith
Mr. Walters
Mrs. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Diana Grant, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Welcome. Mrs. Virginia Rugeley introduced the newly appointed Board Member, Mrs. Jerie Whitehead.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Walters, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the regular meeting held July 14, 1997 were approved with the correction made to the amount of the General Bills to read $139,628.17.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Chilton, and unanimously carried, the payment of Book Bills in the amount $73,349.59 and General Bills in the amount of $64,903,62 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,034.56 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July 1997. Included were the following:

The circulation of materials for July totaled 98,102; a 10% increase from July 1996. A number of units had double digit increases: Clendenin 37%, Audiovisual 30%, Glasgow 21%, Elk Valley 20%, Sissonville 17%, Marmet 14% and Cross Lanes 11%. Staff members are to be commended for handling this increased circulation as well as the increased programming they offer during summer reading.

The Summer Reading program had 117 children read 100 or more books. These children were divided up into 4 groups and are special guests at the 4 August tapings of

the Book Nook reading aloud program on the Kanawha County Schools channel. The library schedules readers for this program for July through December each year.

A new copying machine was placed at Dunbar. The public is very appreciative of the improved quality of the copies from this machine.

64MB of additional memory was added to the minicomputer HP 3000 to alleviate response time problems.

Technical Services continued its aim to make maximum use of computer capabilities. The acquisitions software that is used to order all materials was upgraded to the Windows 95 version which recently became available. Also during July a new procedure began to be tested that if successful will significantly decrease the time to process a new item into the collection.

Recognition of Service. Mrs. Rugeley introduced Mrs. Nancy Pennington to the Board. Mrs. Pennington is retiring from her position as Library Assistant III of Branch Services on August 28, 1997. Upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried the following resolution was adopted:

RESOLUTION

WHEREAS, Mrs. Nancy Pennington has been employed by the Kanawha County Public Library system since February 1, 1976; and

WHEREAS, Mrs. Nancy Pennington has fulfilled the responsibilities of her position with great competence, diligence, loyalty, and integrity; and

WHEREAS, Mrs. Nancy Pennington has submitted notification of her intent to retire on August 28, 1997 after twenty-one years of service;

NOW, THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation the years of dedicated and loyal service rendered by Mrs. Pennington.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Mrs. Pennington a retirement filled with good health and the enjoyment of whatever areas of interest and endeavor she may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Mrs. Pennington.

Reports of Committees.

1. Building Committee. Mr. Moss reported that six architectural firms attended the pre-bid meeting for the new Cross Lanes Branch Library. Five of the six firms submitted bids for the construction contract. After much discussion Mrs. Chilton moved to amend the resolution; Mr. Kauffelt seconded the motion. Upon a motion by Mr. Moss, seconded by Mrs. Poffenbarger, and unanimously carried the following amended resolution was adopted:

RESOLVED, That the construction contract for the Cross Lanes Branch Library be awarded to Harco Construction in the amount of $787,700 to be built in 180 days provided that the check of the construction firm's background is satisfactory; and

BE IT FURTHER RESOLVED, That if this background check proves unsatisfactory then the contract will be awarded to Dursco Contractors, Inc. at an amount of $780,000 to be built in 222 days provided that the check of that construction firm's background is satisfactory.

The Board commends Richard Ressmeyer, Alice Riecks, Cindy Miller, Cross Lanes staff and other Library staff and the Cross Lanes representatives on the Building Committee for all their effort on bringing the Cross Lanes building project to this stage.

2. Financial Affairs Committee. Mr. Smith reported that the Committee has taken up several items of business and read the following resolutions for consideration by the Board:

RESOLVED, That $200,000 be added to the Reserve for Capital Expenditures from the unencumbered fund balance.

RESOLVED, That in order to improve the quality of the collections at the new Cross Lanes and Riverside branch libraries that $32,500 ($25,000 for Cross Lanes; $7,500 for Riverside) be transferred from the unencumbered fund balance to the 1997/98 operating budget.

RESOLVED, That $331,364 be transferred from the Reserve for Capital Expenditures to the 1997/98 operating budget for the purpose of paying for the construction and equipping of the new Cross Lanes branch library; and

FURTHER RESOLVED, That the Library Director and Administrative Services Officer are authorized to supplement the Cross Lanes construction line item with any funds received designated for the construction of the new Cross Lanes Branch Library;

RESOLVED, That up to $7,000 be taken from the Conwell Estate special fund and up to $5,000 may be taken from the Straley Estate special fund for the purpose of purchasing furniture to improve public access to computer related services.

RESOLVED, That up to $10,000 of the Rare Book Special Fund may be used for the purchase of subscriptions to electronic information resources during the 1997/98 fiscal year.

RESOLVED, That the FY 1997-98 budget be supplemented by $21,078 in State grant-in-aid funds for the operation of the Nitro Public Library.

RESOLVED, That framed art reproductions and sculptures in the collection that are in poor physical condition and/or have not circulated in the past three years or more be declared surplus property and may be sold by sealed bid or at the annual booksale.

RESOLVED, That the amounts listed below which were unexpended during FY 1996-97 are hereby authorized to be carried forward into the budget for FY 1997-98.

LINE ITEM	TOTAL AMOUNT
Health Insurance	$107,557.00
1996-97 Encumbrances	68,417.52
Capital Expenditure	606,000.00

Mrs. Chilton suggested that the issue of the future direction of the circulating art and sculpture collection be taken up with the Public Services Committee. After much discussion and upon a motion by Mr. Smith, seconded by Dr. Bailey and unanimously carried the above resolutions were adopted.

3. Personnel Committee. Dr. Bailey reported that the Personnel Committee met on Monday, July 28 to discuss the following:

A. Workplace Survey. After discussion of the Workplace Survey Report that had been previously distributed to members of the Board, and upon a motion by Dr. Bailey, seconded by Mrs. Chilton the following resolution was adopted:

RESOLVED, that the KCPL Board of Directors reaffirms its commitment to share its collective resources and collaborate in a team effort with the KCPL Director, Supervisors, and Staff to ensure that the Kanawha County Public Library continues to deliver outstanding services to the public we all are committed to serve; and

FURTHER RESOLVED, that the Personnel Committee of the Board will work through the Library Director to develop a process by which this team effort can be effectively administered and evaluated.

The Personnel Committee will work with the Workplace Survey Committee and continue to follow-up on the Workplace Survey. A copy of the above resolution will be sent to each staff member.

B. Staff Training. After discussion and upon a motion by Dr. Bailey, seconded by Mrs. Chilton, the following resolution was adopted:

RESOLVED, That in lieu of periodically seeking Board approval for staff travel and training that the Library Director will prepare and distribute to the Board a quarterly report that details the staff member(s), title of the workshop/seminar/conference attended and the amount spent; and

RESOLVED FURTHER, That costs for all travel and training must not exceed the amount budgeted for this purpose.

The resolution was adopted with the understanding that Library Director, Linda Wright will receive prior approval from the Board for travel and training for herself.

New Business.

1. Recognition of VolunTEENS. Mrs. Wright reported that the VolunTEENS have volunteered over 3200 hours assisting staff during the months of June and July. Upon a motion by Mrs. Poffenbarger, seconded by Mr. Kauffelt the following resolution was adopted:

WHEREAS, volunteer service is an important contribution to the improvement of the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and

WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and

WHEREAS, the VolunTEENS program builds self esteem in and teaches community responsibility and work ethics to participants;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 1997 VolunTEENS program and for the many hours of service they contributed to the system and the community.

A copy of the above resolution and a letter will be sent to each VolunTEEN.

2. Charleston Renaissance Corporation - New Long Range Plan. Mrs. Chilton briefly discussed the origination of the Charleston Renaissance Corporation and shared the concepts of the recently issued long range plans.

Mrs. Rugeley reminded everyone that the next meeting is scheduled for Monday, September 8 and Staff Development Day is scheduled for Wednesday, October 8.

There being no further business, the meeting adjourned.

Benjamin H. Rugeley
President

Linda T. Wright
Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 18, 1997

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 18, 1997 at 4:30 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Carter	Mrs. Rugeley
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	Mr. Smith
Mr. Rolston	Mrs. Whitehead

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant.

Mrs. Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The only item of business was to discuss the bids for the new Cross Lanes Branch Library.

After discussion of the follow-up steps that had been taken to research the background on reviewing the decision to award the Cross Lanes contract, Mr. Kauffelt moved to rescind the resolution related to the bids for Cross Lanes Branch Library

adopted at the August 11, 1997 Board Meeting. The motion to rescind was seconded by Mr. Rolston, and was passed with five members approving, Mr. Moss abstaining, and Mr. Smith disapproving.

After discussion, on motion made by Mr. Kauffelt, seconded by Mrs. Carter, with one member abstaining, the following resolution was adopted:

RESOLVED, That the bid for the construction of the Cross Lanes Branch Library be awarded to Dursco Contractors, Inc. in the amount of $780,000 to be built in 222 days.

There being no further discussion, the meeting adjourned.

Virginia W. Kargeier
President

Linda G. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 8, 1997

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 8, 1997 at 4 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Chilton
Mrs. Glasser
Mrs. Hemmings
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Smith
Mr. Stewart
Ms. Tarr
Mrs. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Diana Grant, Administrative Assistant.

Mrs. Rugeley introduced the special guests. Mr. Charles Capito, Chairman of the Board of the Greater Kanawha Valley Foundation, Mr. Mahmoud Islam, Second Vice President Cross Lanes Branch Library Advisory Board, Alice Riecks, Cross Lanes Branch Librarian, Richard Ressmeyer, Development Director and Cindy Miller, Public Information Officer.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mrs. Rugeley introduced Charles Capito, Chairman of the Board of the Greater Kanawha Valley Foundation. After a brief presentation Mr. Capito presented Mrs. Rugeley with a check in the amount of $50,000. This check was for meeting the challenge grant of raising $100,000 for the new Cross Lanes Branch Library.

Correspondence. Ms. Wright read a letter from the Deputy Fiduciary Supervisor, Kanawha County Commission stating that Kanawha County Public Library is hereby notified that the Last Will and Testament of Alethea Putney Stanley was admitted to probate and Kanawha County Public Library is named as a beneficiary of $1000. A copy of the letter is hereby attached to the minutes of this meeting.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Smith, seconded by Mr. Moss, and unanimously carried, the Minutes of the regular meeting held August 11, 1997 and the Special Meeting held August 18, 1997 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Chilton, and unanimously carried, the payment of Book Bills in the amount $46,598.42 and General Bills in the amount of $137,686.01 was approved and

transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $574.52 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August 1997. Included were the following:

The final figures have now been tallied and the 1997 Summer Reading Program saw a significant increase in the number of books read, 47,286, compared to 36,597 for last summer. A very successful Summer Reading program finale was held at Shawnee Park on a beautiful summer evening on August 1. Over 300 children and parents enjoyed various types of games, face painting by Kanawha Klowns, the mascot Library Lynx and storytelling by Papa Joe. Over 40 VolunTEENS were on hand to assist children with playing the various games. This event was so successful due to the work of many staff from the branches as well as in Charleston.

The Bookmobile was a participant in the Blow Up-Blow Out event held at the Quincy Center on Saturday, August 16. The Bookmobile with festive decorations was in the Regatta parade.

The annual Regatta Booksale was held on August 23 and 24 at the Civic Center. The sale was quite successful with receipts of $14,800 which was very close to the amount earned last year. The Booksale Committee works very hard throughout the year and particularly over the summer. Twelve Job Corps volunteers helped move hundreds of boxes of books to set up the sale. Mary Burgess from Children's and Marsha Taylor from Circulation were the co-chairs of the Committee this year. The success of the sale was due to the very hard work of this Committee and the assistance of various other staff members who worked during the actual two sale days.

The Library is participating with the Jim Paige Learning Center on the East End in providing reading materials to children in a reading project sponsored by Delegate Ron

Walters. The "Earning to Learn" program pays children to read. This trial program will conclude in mid-September. In an effort to begin to do more outreach programming in the Charleston area children's librarians will be doing monthly programs at each of the Jim Paige Centers.

1. Report of Committees.

A. Building Committee. Mr. Moss reported that there has been a combined meeting of the Finance Committee and Building Committee to discuss the need for a larger facility at the Sissonville Branch Library. He briefly discussed the circulation/population statistics for Cross Lanes and Sissonville for the past five years. After much discussion and upon a motion made by Mr. Moss, seconded by Mr. Smith, and unanimously carried the following resolution was adopted.

RESOLVED, That the projected square footage of the new Sissonville Branch Library listed in the Twenty Year Facilities Plan be increased from 5000 square feet to 6300 square feet.

B. Financial Affairs Committee. Mr. Smith reported that the Financial Affairs Committee would like to bring the following resolutions for consideration by the Board. After a motion by Mr. Smith, seconded by Mr. Moss and unanimously carried the following resolution was adopted.

RESOLVED, That $100,000 be transferred from the unencumbered fund balance to the Reserve for Capital Expenditures to be used for the new Cross Lanes Branch Library.

After discussion and upon a motion by Mr. Smith, seconded by Mrs. Glasser and unanimously carried the following resolution was adopted:

RESOLVED, That $400,000 in the Reserve for Capital Expenditures be designated for the construction of the new Sissonville Branch Library.

Mr. Smith reported that the Library received a request from the Department of Tax and Revenue asking if KCPL had a preference as to whether the Chief Inspector's Division staff auditors or an independent accounting firm should to do our annual audit. After discussion and upon a motion by Mr. Smith, seconded and unanimously carried the following resolution was adopted:

RESOLVED, That the Board of Directors hereby authorizes the Library Director and the Administrative Services Officer to advise the Chief Inspector's Division of the West Virginia Department of Tax & Revenue that the Board has no preference as to whether the Library's annual audit is conducted by Chief Inspector Division staff auditors or by an independent accounting firm, provided that the audit can be completed not later than December 31 next following the end of the fiscal year on June 30.

It was suggested we ask them in the transmittal letter what arrangements are going to be made and to let us know as soon as possible.

Old Business.

1. Cross Lanes Building Project. Ms. Wright gave a brief update on the Cross Lanes Building Project. Pictures of the beginning construction phase and floor plans were available for everyone to see. Pictures were available of the Riverside site also. Mrs. Chilton suggested that Mrs. Wright set up a meeting with the technology people at Riverside and let Architect Clint Bryan know when the meeting is and where it will take place. Mr. Stewart suggested Linda Wright talk to Chuck Wilson.

New Business.

1. Book Sale. After discussion it was the consensus of the Board to leave the decision of having the preview sale for the Friends members up to the Book Sale Committee and to let the committee decide if they need to respond to the editorial. Upon a motion by Mr. Kauffelt, seconded by Mrs. Glasser, and unanimously carried the following resolution was adopted:

RESOLVED, That the Kanawha County Public Library Board of Directors congratulates the members of the 1997 Book Sale Committee and all other staff members who participated in this event for all their hard work which resulted in a successful Book Sale.

2. Appointment of Committees. Mrs. Rugeley reported Tentative Committee assignments for the Board Members have been made. Copies of the list of assignments were distributed.

3. Board Retreat. The Board Retreat is scheduled for Saturday, November 1 from 9 a.m. - 3 p.m. at Coonskin Park - lunch provided. There will be a facilitator from Gage Training Associates. This will be an opportunity to set some priorities for the years to come and to assess where we have been, we are now and were we want to go. Mrs. Rugeley asked that any agenda items be sent to her as soon as possible.

4. Staff Development Day. Ms. Wright extended an invitation to the Board to attend Staff Development Day which will take place at the John XXIII Pastoral Center on Wednesday, October 8. Ms. Wright reported that this year we are going to have a repeat of some of the presentations that were given at the annual meeting. There will be three sessions during the day and an extended assembly period from 10 a.m. - Noon.

5. Miscellaneous. Mrs. Chilton suggested that we put our web address on our stationery.

Mrs. Rugeley received a call from Senator Buckalew informing her that the governor's office has designated $25,000 for the Clendenin Branch Library for flood relief.

There being no further business, the meeting was adjourned.

Virginia H. Engelke
President

Linda J. Wright
Secretary

Office of Fiduciary Supervisor

Kanawha County Commission

P.O. Box 3226

Charleston, West Virginia 25332

07/29/97

Kanawha County Public Library
123 Capitol St.
Charleston, WV 25301

RE: The Estate of **Alethea Putney Stanley**

Attorney: NONE

Dear Beneficiary:

You are hereby notified that on the 30 day of July 1997, the Last Will and Testament of **Alethea Putney Stanley** was admitted to probate and you are named as a beneficiary of the estate.

The Will is recorded in the Office of the County Clerk, Kanawha County, West Virginia, 409 Virginia St. Charleston, WV. 25301, telephone (304) 357-0240, mailing address: P.O. Box 3226, Charleston, WV 25332.

Sincerely,

Deputy Fiduciary Supervisor

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 13, 1997

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 13, 1997 at 4 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey
Mrs. Chilton
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mr. Rolston
Mrs. Rugeley
Mrs. Sloan
Mr. Smith
Mr. Stewart
Mr. Walters

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Diana Grant, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Ms. Wright read a letter from the Clendenin Advisory Board thanking the library system for showing their support during the flooding of Clendenin. A copy of the letter is hereby attached to the minutes of this meeting.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Smith, seconded by Mrs. Chilton, and unanimously carried, the Minutes of the regular meeting held September 8, 1997 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Dr. Bailey, seconded by Mr. Moss, and unanimously carried, the payment of Book Bills in the amount $73,975.98 and General Bills in the amount of $92,586.41 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,868.22 duly certified and approved in accordance with the bylaws and on motion of Dr. Bailey, seconded by Mr. Moss, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September 1997. Included were the following:

Seven electronic mail (e-mail) training sessions were conducted by the Automation Department during September to train 43 staff members on the update of this software.

Two staff members, Barbara Straughter and Sara Sue Wright, attended a one day training session conducted by the Columbus (Ohio) Metropolitan Library on public service. Columbus requires all newly hired staff to attend this one day session. I have asked these two staff members to make a recommendation on the content KCPL might include so that we might begin a similar type of training session.

The Kanawha-Putnam Home Educators Association visited the Charleston Library on September 19. Over 100 parents and children were given tours and information sessions about how to use the Library's resources. This visit required all Charleston public service departments to work together in providing this service.

During September special efforts were made to encourage schools and parents to see that each new kindergarten student has a library card. A number of visits were made by library staff to schools. For example the St. Albans staff visited and presented a program to each of the 18 kindergarten classes in the schools in their area. Read Aloud volunteers also made some school visits to help with this campaign. 1498 new patrons were added in September compared to 1327 last September.

A new addition to the KCPL webpage has been added by Elizabeth Fraser from the Reference Department. Entitled "Roadmap to Business Success" it is intended to link people interested in starting a small business to resources in KCPL's collection as well as to other good Internet sites on related topics.

The Reference Department has a new service desk. The staff of the Department assisted Linda Miller, Department Head, in selecting a configuration that is more efficient for staff and for the effective use of computers.

The Bookmobile's fall schedule is off to a great start. The number of patrons coming on the unit increased by 40% over last September's figures. The Bookmobile staff has done a great deal of work to raise awareness of the Bookmobile.

A sampling of the programs held around the system in September include a program on teen rights in Charleston, a program on marbles in Sissonville, a program of weird science and an ice cream sundae program in Dunbar. The Elk Valley Branch undertook a very ambitious program of offering a Teacher Resource Workshop to teachers of daycares, preschools and early elementary grades. The workshop displayed many of the resources KCPL has to assist these teachers.

In addition to all of this the circulation of materials was up by 7% over last September. 80,046 items were checked out in September. Fiscal year 1997-98 is off to a brisk start with circulation up 6% at the end of the first quarter of this new year.

Report of Committees.

1. Financial Affairs Committee. Mr. Smith reported that the Financial Affairs Committee met on Thursday, October 9, 1997 and have a number of resolutions to bring before the Board for consideration. After discussion and upon a motion made by Mr.

Smith, seconded by Mr. Walters, and unanimously carried the following resolution was adopted:

RESOLVED, That the resolution adopted by the Board of Directors at its August 11, 1997 meeting accepting the Federal Emergency Management Administration's award of $12,449 for flood damage to the Clendenin Branch Library is hereby rescinded because of the receipt of a $25,000 flood damage award from the State of West Virginia.

After discussion and upon a motion made by Mr. Smith, seconded by Mr. Moss, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to advise Kanawha County Commission that, in accordance with the terms set forth in County Attorney Marc Slotnick's letter of September 11, 1997 to the Library's Administrative Services Officer, the Library agrees to accept as full compensation for the 1996 levy tax tickets the $1,628,405 already received from the Commission and to accept for FY 1997-98 the levy-related amounts received by the Commission for the 1997 tax year only.

After discussion and upon a motion made by Mrs. Chilton, seconded by Mr. Stewart, and unanimously carried the following resolution was adopted:

RESOLVED, That the amounts listed below which were encumbered or unexpended during FY 96/97 are hereby authorized to be carried forward into the budget for FY 97/98.

Nitro Library	$ 56.27
Library Materials	75,000.00
Clendenin Flood Recovery	7,000.00
Reserve for Collection Improvement for new facilities	75,000.00
Salaries	7,400.00
Library Supplies	3,000.00
Furniture & Equipment	5,000.00
ADA Furniture & Equipment	5,000.00
Book Sale	10,486.31
Interviews	600.00
Building Improvements	28,000.00
Building Repairs & Maintenance	8,000.00
Automation Equipment	6,000.00
Computer Equipment	13,000.00
Telephone Expense	4,500.00
Total	$248,042.58

After discussion and upon a motion made by Mr. Smith, seconded by Dr. Bailey, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are authorized to solicit bids for the shelving and other furniture for the new Cross Lanes Branch Library.

After discussion and upon a motion made by Mr. Smith, seconded by Mr. Moss, and unanimously carried the following resolution was adopted:

RESOLVED, That the Kanawha County Public Library acknowledges receipt of $173,534.09 from the Library Foundation of Kanawha County that has been raised for the construction of the new Cross Lanes Branch Library; and

FURTHER RESOLVED, That these funds will be placed in the fiscal year 1997-98 operating budget.

After discussion and upon a motion made by Mr. Smith, seconded by Mr. Walters, and unanimously carried the following resolution was adopted:

RESOLVED, That $158,000 be moved from the reserve for capital expenditure to the FY 1997-98 operating budget for the construction of the Cross Lanes Branch Library.

2. Public Services Committee.

A. Circulating Artwork and Sculptures. Mr. Moss reported that the Committee had received a report from the Head of Audiovisual Services, Julie Spiegler, on the circulating art prints and sculptures. The Committee also saw how several of the reproductions had deteriorated over the years. After discussion and upon a motion by Mr.

Moss, seconded by Mrs. Glasser, and unanimously carried the following resolution was adopted:

RESOLVED, That the art prints and sculptures that have been a part of the Library's circulating collection for more than twenty years will be removed from the collection due to low usage and poor physical condition; and

FURTHER RESOLVED, That the Library Director and Administrative Services Officer are authorized to sell these items as surplus property.

2. Electronic Resources and Usage Policy. Mr. Moss reviewed the suggested changes to the Policy with the Board and after discussion and upon a motion by Mr. Moss, seconded by Dr. Bailey, and unanimously carried the following resolution was adopted:

RESOLVED, That the Board of Directors hereby approves the revisions to the Kanawha County Public Library Electronic Resources and Usage Policy originally adopted on April 8, 1996.

3. Personnel Committee. Dr. Bailey reported that since the last Board meeting the Personnel Committee has met twice to review two separate issues. The first issue was referred back to the Library Director for investigation. The Committee decided

more information was needed on the second issue and they are in the process of gathering that data and are meeting on October 31 to decide how to handle the matter.

Old Business.

1. Cross Lanes Building Project. Ms. Wright gave a brief update on the Cross Lanes Building Project. Pictures were available for everyone to see. Pictures were also available of the Riverside construction. Dr. Ranson reported that there had been some problems at Cross Lanes with Dursco Contractors, Inc. After discussion it was decided that Dr. Ranson and Mr. Moss will arrange a meeting with a representative from Dursco Contractors, Inc. and the architects to discuss the concerns and the provisions of the construction contract. The Building Committee will report back at the next Board Meeting.

2. Board Retreat. Mrs. Rugeley reminded everyone that the Board Retreat is scheduled for Saturday, November 1 in the Oak Room at Coonskin Park.

New Business.

1. St. Albans Annual Meeting Mrs. Chilton gave a report on the St. Albans Library Advisory Board Annual Meeting which was well attended particularly by city officials.

2. Sissonville. Ms. Wright read a letter from The Bernard H. & Blanche E. Jacobson Foundation stating that the Library Foundation has been awarded $40,000 for the Sissonville Branch Library project. A copy of the letter is hereby attached to the minutes of this meeting. The request to the Foundation was developed by Richard Ressmeyer.

3. Communications Workshops. Mrs. Wright stated that as one of the outcomes of the Workplace Survey a number of all day communications workshops have been arranged for all staff and will be held at different locations. There will be an opportunity for staff to meet the new Public Services Manager, Ginger Miloserny, and to meet Board Members at the continental breakfasts that will be held prior to the start of each workshop.

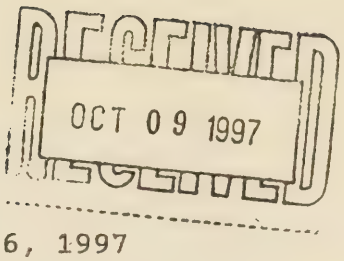
4. West Virginia Library Association Annual Conference. Ms. Wright announced that the WVLA Conference will be held in Flatwoods beginning mid-day Thursday, October 16 through mid-day Saturday, October 18. David Price, new Executive Secretary at the Library Commission will be meeting with Trustees on Friday morning to discuss his philosophy of libraries and where he sees libraries in the state.

There being no further business, the meeting was adjourned.

President

Secretary

Clendenin Public Library



October 6, 1997

Dear Linda Wright and the entire KCPL system members,

On behalf of the Clendenin Library Board, I would like to bestow upon you, a hearty thank you and applaud you for the show of support during the flooding of our town library. Words can not truly express our appreciation for all the time and service your crew gave to us in our time of need.

Our library has been refurbished and stands ready to be of assistance to the people of the Clendenin community. We are able to do this due to your kindnesses and willing spirits. We couldn't have made it without your efforts.

We are planning several programs for the people of our area and welcome you and your staff to attend any or all of them, if possible. Our Halloween party and Christmas party are always well-attended and enjoyed. I extend an invitation to these events to you. Also, we will be planning on an open house to rededicate our newly restored facility. I know that a personal invitation will be sent to you directly.

We are very proud of our library and of the jobs that our library staff accomplish. Our library staff work well together to provide a much needed service for the dedicated patrons of our area.

Again, we wish you well. Thank you for your speedy response and actions in the cleaning up, reshelving of shelves and books and constructing a comfortable atmosphere in our library.

Clendenin is a community working together to stay together. Thank you again for being part of this effort.

Sincerely,

Holli Hess

Holli Hess
President -Clendenin
Library Board

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 10, 1997

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 10, 1997 at 4 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Mrs. Chilton	Mrs. Rugeley
Mrs. Hemmings	Mrs. Sloan
Mr. Kauffelt	Mr. Smith
Mr. Moss	Mr. Walters
Mrs. Poffenbarger	Mrs. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager and Ms. Diana Grant, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Welcome. Mrs. Rugeley welcomed Ginger Miloserny, Public Services Manager.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Moss, seconded by Mr. Walters, and unanimously carried, the Minutes of the regular meeting held October 13, 1997 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, the payment of Book Bills in the amount $79,636.23 and General Bills in the amount of $91,345.67 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,260.64 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October 1997. Included were the following:

Staff Development Day was held on October 8 with 120 staff members coming together at the Pope John XXIII Pastoral Center to learn and to get to know each other better. Systemwide all day communications skills workshops also began in October. These have received very high praise from those who have attended to date.

A number of staff members attended the West Virginia Library Association annual conference in Flatwoods. We also had KCPL staff involved in some of the presentations. Judy Duncan, St. Albans Branch Librarian, assumed the presidency of WVLA for the coming year.

KCPL had a booth at the annual Cavalcade of Trade event sponsored by the Chamber of Commerce. We had a great looking booth that showcased our presence on the Internet. Although most people we talked to were library users, most did not know of our website. KCPL also produced bibliographies on the topics of the various sessions at the one-day Women's Conference the Chamber sponsored during the Cavalcade event. This conference had over 175 women in attendance and the Library was thanked publicly for our assistance.

KCPL was notified of a grant of $500 we will receive from the Ezra Jack Keats Foundation. Richard Ressmeyer and Terri McDougal developed the grant which will help defer program expenses next March when the children's author, Ezra Jack Keats, is one of the featured Read Aloud authors.

October saw many more class visits from schools. 46 classes of over 1500 students came to various library locations. We have made some changes in how we handle these class visits and these changes were promoted in the Teacher's Newsletter that was distributed in September.

Our fall preschool storytime series began throughout the system in October. In order to better share work talent and resources for these programs a Shared Programming Committee has developed boxed kits on different themes. The kit contains all types of materials that would be needed to do a storytime. One branch librarian estimates this saves approximately two hours of preparation time for each storytime program.

The annual Imagination Celebration storytelling event was held at the Cultural Center Theatre with approximately 250 in attendance. Successful Halloween programs were held at St. Albans with 100 in attendance and Clendenin which had over 180 people squeezing into the building.

Again I would like to say how pleased I am to have Ginger Miloserny join the staff as Public Services Manager.

Report of Committees.

1. Long Range Planning. Mrs. Chilton reported that the main focus of discussion among the group is to decide on a more fair and equitable way of funding branch contributions.

2. Membership/Board Development. Mrs. Poffenbarger reported that most Board Members attended the Board Retreat on November 1 at Coonskin Park. Mrs. Rugeley prepared a report of the raw material that was generated at the retreat which has been distributed. Mrs. Rugeley stated that she will arrange for a follow-up meeting with the facilitator and members of the Committee who planned the Retreat.

Old Business.

1. Cross Lanes Update. Photos and brick samples were available for everyone to see. Ms. Wright stated the building is now under roof. A metal roof has been selected and we should have the interior colors available for selection by November 21. The date for completion of the building is now March 28 so that will enable us to have time to get the fixtures, furniture and equipment inside the building. Ms. Wright also stated communication has improved since the last Board meeting. Mr. Ranson is having a meeting each Tuesday with the architect and contractor. Mr. Moss, Chair of the Building Committee, stated that he met with the superintendent, contractor & architect and addressed many concerns and they were all reasonably resolved. We received the list of subcontractors at that time. There was then discussion of options for finding funds for the furniture and equipment that would be needed.

2. Legislative Sessions. Information sessions with members of the Kanawha County delegation are planned for Tuesday, November 11, Thursday, November 13 and Wednesday, November 19.

New Business.

1. Christmas Open Houses. A calendar listing Christmas Open Houses for each library location was distributed at the meeting. Mrs. Rugeley encouraged Board Members to attend.

Upon a motion by Dr. Bailey, seconded by Mr. Walters the meeting was adjourned into executive session.

A motion was made by Dr. Bailey and seconded by Mr. Walters to end the executive session. It was reported that no action had been taken during the executive session.

There being no further business, the meeting was adjourned.

Virginia N. Rugeley
President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 8, 1997

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 8, 1997 at 4 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Chilton	Mrs. Sloan
Mrs. Glasser	Mr. Smith
Mrs. Poffenbarger	Mr. Stewart
Mr. Ray	Ms. Tarr
Mrs. Rugeley	Mrs. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager and Ms. Diana Grant, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting Minutes. Upon a motion by Mrs. Poffenbarger, seconded by Mrs. Chilton, and unanimously carried, the Minutes of the regular meeting held November 10, 1997 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Glasser, seconded by Mrs. Chilton, and unanimously carried, the payment of Book Bills in the amount $98,012.47 and General Bills in the amount of $368,513.22 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $666.10 duly certified and approved in accordance with the bylaws and on motion of Mrs. Glasser, seconded by Mrs. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November 1997. Included were the following:

Bids were received on the circulating art prints and sculptures that the Board had recently declared surplus property. One hundred items were sold for $3235. These funds will be used to purchase furniture and equipment items for the Audiovisual Department.

The acquisitions database in the Technical Services Department which shows the titles of all items on order and/or recently received is now available to all locations and departments that are on the library's intranet or internal computer network. The Automation Department completed the work necessary to individually install the capability on a number of computers. The Technical Services Department held training sessions for staff on how to use this program. 40 staff attended. This should improve staff effectiveness in dealing with patron questions about newly published items as well as improve some internal collection development capabilities.

The series of communications workshops have now been completed. A total of 7 workshops were held between October 21 and December 1. All regular full-time and part-time staff members attended these workshops. The staff evaluations of the workshop were very high. Each unit has been asked to continue the communications improvement

effort by taking a part of their unit staff meetings to focus on some aspect of communication. Tentative plans are beginning to have a follow up series of half day workshops in 1998.

An area of a storage room on the 3rd floor behind the Children's Department has been remodeled as a work area for the staff of the Public Relations Office. For the first time all staff are located together with more space to perform their responsibilities. Two maintenance improvement projects have begun in two of the branch libraries. In Elk Valley outside steps from the small parking area down behind the building are being replaced. In St. Albans a new staff lounge area is being created on the second floor. This will give the staff more space and privacy for lunch and breaks as will allow the current staff lounge to be used for staff work space.

Report of Committees.

1. Long Range Planning. Mrs. Chilton reported that the Long Range Planning Committee met on November 10, 1997 to explore possibilities of branch funding. The committee recommends funding at 3.5% of direct operating budget from the smaller branches for one more year and a charge was given to a subcommittee of the Long Range Planning Committee to explore other possibilities for funding in the future. Mrs. Chilton also stated that the subcommittee is looking for other resource people who would be willing to serve on this subcommittee.

2. Financial Affairs Committee. Mr. Smith reported that the committee met on December 8, 1997 to discuss and recommend the following resolution:

WHEREAS, Ms. Vicki Chandler, State Public Assistance Officer, with the West Virginia Office of Emergency Services has advised Kanawha County Public Library that it could accept the award of $12,449 from the Federal Emergency Management Agency even though the Library has already accepted a $25,000 grant from the Governor's flood relief fund for flood damages to the Clendenin Branch Library.

NOW, THEREFORE, BE IT RESOLVED, that in view of the advice received from the State Public Assistance Officer, this Board of Directors do hereby rescind the resolution of October 13, 1997 turning down the $12,449 FEMA award and that the Library Director and Administrative Services Officer be authorized to accept such award from FEMA.

Mr. Ray stated that a letter to the attention of Ms. Vicki Chandler will be sent from the Administrative Services Officer, Mr. Fred Ranson, advising her of acceptance of the FEMA award due to a conversation with her stating that Kanawha County Public Library can accept funding from two different sources. After discussion and upon a motion by Mr. Smith, seconded by Mr. Ray and unanimously carried the above resolution was adopted.

The amounts requested from various small municipalities and local library boards for fiscal year 98/99 is recommended by the Financial Affairs Committee to be set at 3.5% of the local branch operating budget. The amount requested of Dunbar and St. Albans would follow the formula for the City of Charleston listed in the Special Bill. After discussion and upon a motion by Mr. Smith, seconded by Mr. Stewart and unanimously carried the following resolution was adopted:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for fiscal year 98/99:

Branch	FY 1998-99
Clendenin	$ 2,983
Cross Lanes	5,533
Dunbar	46,666
Elk Valley	5,326
Glasgow	1,472
Marmet	2,144
St. Albans	63,017
Sissonville	3,996
Total	$ 131,137

Mr. Smith reported that Kanawha County Public Library did not have formally accepted guidelines from the Board regarding the use of the Jacobson Endowment. After updating the Board on the legal opinions and on the usage of these funds and upon a motion by Mr. Smith, seconded by Mrs. Glasser and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director be and is hereby authorized to determine the amount of money necessary to be reserved from the income from the Jacobson Endowment in order to avoid the erosion of the value of the principal of the Endowment due to inflation from and after the date of the gift to the Library; and

FURTHER RESOLVED, That the Library Director be and is hereby authorized to establish a reserve fund for the purchase of books from the Jacobson Endowment.

Old Business.

1. Cross Lanes Update. Photos were available for everyone to see. Dr. Ranson reported that in the last month the contractors have almost completed the roof; the framework for the interior walls is up; duct work has been put in; and drywall is scheduled to be put in this week. Ms. Wright discussed the funding situation.

2. Legislative Sessions. Ms. Wright reported that four legislative sessions were set up and only four legislators came. A follow up letter and packet of information is being sent to the legislators that were unable to attend the sessions.

New Business.

1. Board Retreat Follow-up. Mrs. Rugeley reported that the Board Retreat Subcommittee met with the facilitator, Guy Gage, to follow up on the issues that came out of the Board Retreat. The issues include: A review of mission/vision/values; relationships with funders and various community organizations; assessment - how does public view the library and how much do they know about us and how much do we know about them; needs of the Main Library both short term and long term; systemwide planning, short and long range goals. Mrs. Rugeley suggested using the Board meeting time more effectively by streamlining the agenda, shortening the time spent on business, and using the remaining time to provide more information to the Board on library operations and issues and possibly bringing in people from the Community to see how they view the library.

It was the consensus of the Board that the Executive Committee should try to design a revised format for the meetings and do a trial run of this format.

Other Business.

Mrs. Rugeley reported with regret that Ms. Sandy Thomas will be resigning her position on the Board. She stated that one area that is under represented on the Board is technology and for Board members to keep that in mind when thinking about a candidate for this position. Also she suggested the Board think of a minority candidate as the Board has lost two minority representatives in the past two years.

There being no further business, the meeting was adjourned.

Virginia H. Rugeley
President

Linda F. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 12, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 12, 1998 at 4 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Rugeley
Mrs. Chilton	Mrs. Sloan
Mrs. Hemmings	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Mr. Walters
Mrs. Poffenbarger	Mrs. Whitehead
Mr. Rolston	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager, Mr. Richard Ressmeyer, Director of Development and Ms. Diana Grant, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Moss, seconded by Mr. Walters, and unanimously carried, the Minutes of the regular meeting held December 8, 1997 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the payment of Book Bills in the amount $51,032.66 and General Bills in the amount of $140,976.86 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $23.40 duly certified and approved in accordance with the bylaws and on motion of Mrs. Chilton, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Mrs. Rugeley gave her condolences on behalf of the Board to Mr. Kauffelt in the recent loss of his wife.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December. Included were the following:

December saw the customary round of open houses in all the library's locations. The local boards and the staff work together to make each of these events a special occasion.

As we did earlier in the fall December was another month in which we offered to present a program out in the schools. Rachael Hartman, Charleston children's

programmer, and Patty Bergeron, branch programmer offered the program "Holiday Fest for All". The program was presented to 41 school groups of over 1300 students in Kindergarten through 6th grades. The program was well received.

Other school related activities not previously reported that have been underway since school began include the Flinn Elementary Third Base program visiting the Sissonville branch 3 afternoons each week. Two Sissonville High School students did their community service at the library for 1 1/2 hours each per week. Clendenin Middle School students assisted with the crafts and puppets for the six fall storytimes at the Clendenin Branch.

A large maintenance project was completed in December. The steps from the parking lot down to the back of the Elk Valley Branch were replaced.

The very end of December brought the very good news that the Library Foundation's request to the Daywood Foundation for $3,500 for the 1998 summer reading program had been approved. Also a grant request for $5,775 from the Herscher Foundation for furniture for the new Cross Lanes Branch was awarded.

Report of Committees.

1. Personnel. Dr. Bailey reported that the Personnel Committee met and had two resolutions to bring before the Board.

Ms. Wright stated that unforeseen expenditures in the travel and training line item including the Communications Workshops, which were very well received, and the opportunity to send KCPL's Automation Technician to a Novel training session that was held in Charleston had resulted in the use of more funds for training than had been expected. The Personnel Committee recommends additional funds for training part of which would help send five people to the Public Library Association conference in March. After discussion and upon a motion by Dr. Bailey, seconded by Mr. Walters and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are authorized to transfer $10,500 from the contingency line of the FY 1997/98 operating budget to the travel and training line item.

Ms. Wright reported that we have had an unusually large number of staff members on medical leave during the first half of the fiscal year requiring more substitute funds to be used than had been anticipated. She also discussed the need to have additional staffing at Cross Lanes when it first opens. After discussion and upon a motion by Dr. Bailey, seconded by Mrs. Hemmings and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are authorized to transfer $3500 from the contingency line to the paraprofessional substitutes line of the FY 1997/98 operating budget to provide $1200 additional funds to cover medical leaves of staff and $2300 for Cross Lanes to deal with the move to the new facility and to help handle the demands for service once the new branch opens and for the balance of this fiscal year.

After discussion Dr. Bailey moved that the following resolution be adopted. Mr. Walters seconded the motion.

RESOLVED, That the Library Director and Administrative Services Officer are authorized as accepted financial practice to move up to 10% of the unused balance of the contingency line of the operating budget; and

FURTHER RESOLVED, That the Library Director and Administrative Services Officer will provide written notification to the members of the Financial Affairs Committee of the amount of funds moved and the associated reasons for the action.

After further discussion Mr. Smith moved to table the motion and refer it to the Financial Affairs Committee for discussion. Mr. Kauffelt seconded the motion, which was passed unanimously.

Dr. Bailey stated that he and Mrs. Rugeley had met with an employee who had had a complaint.

Old Business.

1. Cross Lanes Update. The interior colors that had been selected for Cross Lanes were shown to the Board members. Ms. Wright informed the Board that she and Mrs. Rugeley met with Commissioner Carper and provided him with an update on where we are with the Cross Lanes building project as well as the status of the Riverside and Sissonville projects. Mrs. Rugeley thanked Mrs. Whitehead for her participation in this meeting. Meetings are being arranged with Commissioner Shores and Commissioner Bloom.

Mr. Moss reported significant problems with the contractor for the Cross Lanes building which have been documented in photographs and correspondence. After much discussion on the different problems and actions to date, Mrs. Rugeley asked that the Board continue to be updated on this situation.

2. Discussion of handling Board Meeting business. Mrs. Rugeley reported that the Executive Committee met and would like to recommend to the Board the following changes for Board Meeting business:

1) Correspondence will be distributed to each member rather than Ms. Wright reading

2) Amounts of the various bills will be listed on the agenda

3) Time allowances for each agenda item will be listed.

4) Importance of keeping comments brief and relevant was stressed as well as not repeating what someone else has said in order to keep the meeting on track.

Mrs. Rugeley discussed the following tentative plan for each of the Board meetings for the next six months.

January - business meeting; presentation of plans for first half of 1998; Board reactions, suggestions

February 9 - 3:30 p.m. brief business meeting; 4-5:30 p.m. - session with David Price, Executive Secretary, West Virginia Library Commission (invite Advisory Board and key staff)

March 9 - brief, one item meeting on preliminary budget

March 23 - business other than budget; report from PLA Conference; follow-up discussion to Mr. Prices' presentation

April 13 - regular business meeting; main item - final budget

May 11 - brief business meeting; information session regarding options for main library

After six months the Board can re-evaluate. It was the consensus of the Board to try this new structure with the suggestion that the correspondence can be put on the table with the bills rather than distributing a copy to each member.

David Price, Executive Secretary, West Virginia Library Commission, is the scheduled guest speaker for the February meeting. A set of questions will be transmitted to him prior to his presentation.

New Business.

1. Development Office Information. Richard Ressmeyer shared information on Dr. Arnold Rampersad, 1998 speaker for the "We've Got The Fire" event. This event will take place on Saturday, April 18, 1998. Dr. Rampersad's latest work published in 1997 was an award winning biography of Jackie Robinson. Dr. Rampersad will give a free public presentation in the afternoon at Dunbar and tickets will be $40 for the evening program at Charleston. Mr. Ressmeyer shared ways he will try to reduce the costs for this year's event and discussed ways he will try to get additional corporate as well as individual subscribers in order for this event to be successful. He also spoke of ways that board members could be of assistance in this effort.

Mr. Ressmeyer also discussed efforts in Cross Lanes to raise additional funds for the furniture and equipment.

2. West Virginia Library Association-Annual Legislative Dinner. The 25th Annual Library Appreciation Day Dinner will be held at the Charleston Civic Center on Tuesday, February 10. The reception will begin at 6 p.m., dinner will be at 7 p.m. The guest speaker for this year is Don Reynolds, director of the Nolichucky Regional Library in Morristown, Tennessee who will speak on the importance of libraries in economic development efforts.

Dinner tickets are $20 per person or $176 for institutional tables which seat 8 people. Tickets are available from Diana Grant through February 2.

There being no further business, the meeting was adjourned.

Virginia W. Pingley
President

Sara W. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 9, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 9, 1998 at 3:15 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Smith
Mrs. Chilton	Ms. Tarr
Mrs. Glasser	Mr. Walters
Mrs. Poffenbarger	Mrs. Whitehead
Mrs. Rugeley	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Smith, seconded by Dr. Bailey, and unanimously carried, the Minutes of the regular meeting held January 12, 1998 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Walters, seconded by Dr. Bailey, and unanimously carried, the payment of Book Bills in the amount $85,055.44 and General Bills in the amount of $207,384.89 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,986.31 duly certified and approved in accordance with the bylaws and on motion of Mrs. Chilton, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January. Included were the following:

Karen Arnett, Automation Services Department Head, and Stephanie Napier-Tyree, Network Technician, worked diligently to gather the information needed to complete a number of applications for the universal service discounts provided for schools and public libraries in the 1996 Telecommunications Act. There was a very short deadline for submitting these applications considering the information the applications were requesting be provided. We are supposed to learn by the end of March how much of a discount KCPL has been awarded.

Subscriptions to the electronic information resources SIRS Discoverer and SIRS Researcher were initiated in January. These resources should be particularly helpful to students doing reports on topics needing current information.

Changes have been made in how new materials are processed. These changes not only reduce the amount of time it takes the Technical Services Department to process new items but will also make it more efficient to circulate items. In January we discontinued the use of date due slips. Each item now has a date due sticker affixed in the lower right corner of the back side of each item. Bar codes are now being applied on the back in the top right corner of items. With these changes the staff members at our

circulation desks will not have to open the back cover of the book to check items out. This should reduce to some extent the handling of items. All of these changes were a result of staff ideas that were then "tested", needed refinements made and the new procedures were implemented. So far most of the public comment has been positive about the date due stickers we have begun to use.

The Technical Services Department processed 5048 items in January. This represents the highest amount processed in one month thus far during this fiscal year. Also in January the Department assumed responsibility for adding mass market paperbacks to the on-line catalog. This change will improve the quality of the catalog records and facilitate access by the public. This function was previously carried out in each public service unit.

There was a very nice article in the Charleston Gazette about the Internet classes that Elizabeth Fraser, Assistant Head of the Reference Department, conducts monthly at the Charleston Library. There was also an article in the special section on Technology in the Sunday paper of February 8 that highlighted our Internet service as well as the Governor's recommended budget for the West Virginia Library Commission that asks for additional funds to support technology in public libraries.

As a result of a presentation made by Pat Abbott, Sissonville Branch Manager, and Richard Ressmeyer to the Sissonville Lions Club, the Club agreed to donate a total of $5,000 to the new Sissonville building project.

Report of Committees.

1. Public Services Committee. Ms. Wright polled the Public Services Committee and all agreed that the following resolution be recommended to the Board for consideration:

RESOLVED, That the Charleston Library will be closed on Saturday, April 18, 1998 in order to set up for the Library Foundation of Kanawha County's evening event. The Charleston Library will open for use on Friday evening, April 17, 1998 from 5-9 p.m. in an effort to limit the inconvenience that may be caused by the Saturday closing.

After discussion and upon a motion by Mrs. Glasser, seconded by Mrs. Chilton and unanimously carried the above resolution was adopted.

2. Support Services Committee. Ms. Wright reported that the Support Services Committee met and would like to bring the following resolution to the Board for consideration:

> RESOLVED, That the Library Director and Administrative Services Officer are authorized to seek requests for proposals for a facility evaluation report to be completed for the Charleston Library.

After discussion and upon a motion by Dr. Bailey, seconded by Mrs. Chilton and unanimously carried the above resolution was adopted:

3. Financial Affairs Committee. Mrs. Rugeley gave background information on what prompted the article that appeared in the newspaper on Friday, February 6 regarding Commissioner Bloom's proposal to the Library regarding funding of the Sissonville building project. Mr. Smith reported that the Financial Affairs Committee met on Wednesday, February 4 and invited Commissioner Bloom to the meeting to discuss his proposal for the Sissonville building project. Mr. Smith stated that the Financial Affairs Committee will be exploring this proposal further and will report to the Board once more details are confirmed.

Dr. Bailey made a motion to move from the table the following resolution that was tabled at the January 12, 1998 Board Meeting. Mr. Walters seconded the motion.

RESOLVED, That the Library Director and Administrative Services Officer are authorized as accepted financial practice to move up to 10% of the unused balance of the contingency line of the operating budget; and

FURTHER RESOLVED, That the Library Director and Administrative Services Officer will provide written notification to the members of the Financial Affairs Committee of the amount of funds moved and the associated reasons for the action.

After discussion and upon a motion by Mr. Smith, seconded by Dr. Bailey and unanimously carried the following amended resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are authorized as accepted financial practice to move up to 10% of the unused balance of the contingency line of the operating budget; and

FURTHER RESOLVED, That the Library Director and Administrative Services Officer will seek approval of the President of the Board prior to moving the funds and will provide written notification to the members of the Financial Affairs Committee of the amount of funds moved and the associated reasons for the action.

4. Membership Committee. Mrs. Poffenbarger reported that the Membership Committee met regarding the one vacancy that needs to be filled on the Board. Several names were suggested and a letter along with a Public Service Application were sent to each person. She also stated that three Board member's terms will expire this summer.

Old Business.

1. Cross Lanes Update. Dr. Ranson reported that the interior drywall is progressing. The contractors came back and smoothed down the uneven concrete. Dr.

Ranson also reported that the brick is not completed, and there are still several unresolved issues.

New Business.

1. Board Member to Attend Public Library Association Conference. After discussion and upon a motion by Dr. Bailey and seconded by Mr. Walters and unanimously carried the following resolution was adopted:

> RESOLVED, That the attendance of one member of the Board of Directors to the Public Library Association conference in Kansas City be approved; and
>
> FURTHER RESOLVED, that expenses for that attendance by a Board member be paid from the contingency line of the 1997/98 operating budget.

There being no further business, the meeting was adjourned to the Ray Room to listen to guest speaker David Price, Executive Secretary, West Virginia Library Commission.

Virginia W. Ransley
President

Linda J. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 9, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 9, 1998 at 4 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Moss
Mrs. Chilton	Mrs. Poffenbarger
Mrs. Glasser	Mr. Rolston
Mrs. Hemmings	Mrs. Sloan
Mr. Kauffelt	Mr. Smith

Also present were Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager, Mr. Dan Marslender, Acting Human Resources Department Head, Mr. Dan Blue, Kanawha County Commission, Assistant County Manager and Ms. Diana Grant, Administrative Assistant.

Mrs. Nelle Chilton, First Vice President, presided.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Mrs. Glasser, and unanimously carried, the Minutes of the regular meeting held February 9, 1998 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Sloan, and unanimously carried, the payment of Book Bills in the amount $60,724.77 and General Bills in the amount of $259,847.54 were approved and transmitted for payment by the Administrative Services Officer to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Administrative Services Officer submitted bills to be paid from Special Funds of $959.51 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Sloan, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Report of Committees.

1. Financial Affairs Committee. Mr. Smith presented a copy of the preliminary budget for the Library for fiscal year 1998/99 and requests to the levying authorities. The preliminary budget was distributed and discussed. After discussion and upon a motion by Mr. Smith, seconded by Mr. Moss, the preliminary budget for the 1998/99 fiscal year was unanimously approved as presented.

After discussion and upon a motion by Mr. Smith from the Committee, which was unanimously approved, the following resolutions were adopted:

RESOLVED, That the Library Director and Administrative Services Officer in consultation with a member of the Building Committee are authorized to award contracts for the furniture and equipment for the new Cross Lanes facility in an amount not to exceed $130,000.

RESOLVED, That pending receiving final information on the request to the Kanawha County Commission for additional funds for Cross Lanes, the Library Director and Administrative Services Officer are authorized to take whatever balance of funds that may be needed above what is in the Cross Lanes Project from the unencumbered fund balance to cover the cost of furniture and equipment for Cross Lanes.

After discussion and upon a motion by Mr. Smith from the Committee, which was unanimously approved, the following resolution was adopted:

Levying Authority - Kanawha County Commission

WHEREAS, the Board of Directors of Kanawha County Public Library (the "Library") has approved a preliminary budget in the total amount of $5,305,816 for the fiscal year beginning July 1, 1998;

RESOLVED, that the Library do request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,743,893 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1998;

RESOLVED, FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its First Vice President.

RESOLVED, FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

After discussion and upon a motion by Mr. Smith from the Committee, which was unanimously approved, the following resolution was adopted:

Levying Authority - City of Charleston

WHEREAS, the Board of Directors of Kanawha County Public Library (the "Library") has approved a preliminary budget in the total amount of $5,305,816 for the fiscal year beginning July 1, 1998;

RESOLVED, that the Library do request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $650,159 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1998;

RESOLVED, FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its First Vice President.

RESOLVED, FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

After discussion and upon a motion by Mr. Smith from the Committee, which was unanimously approved, the following resolution was adopted:

Levying Authority - Board of Education

WHEREAS, the Board of Directors of Kanawha County Public Library (the "Library") has approved a preliminary budget in the total amount of $5,305,816 for the fiscal year beginning July 1, 1998;

RESOLVED, that the Library do request the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,743,893 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1998;

RESOLVED, FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its First Vice President.

RESOLVED, FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

There being no further business, the meeting was adjourned.

First Vice President

Linda W. Wright

Secretary

KANAWHA COUNTY PUBLIC LIBRARY
1998/1999 BUDGET
INCOME

	1997/1998	1998/1999	% INC/DEC
Levying Authorities			
Board of Education	1,715,749	1,743,893	1.64%
County Commission	1,715,749	1,743,893	1.64%
City of Charleston	640,695	650,159	1.48%
Subtotal	***4,072,193***	**4,137,945**	**1.61%**
State Grants			
Grant In Aid (@ 3.813 per capita)	718,544	718,544	0.00%
Nitro Administrative Fee	5,138	5,138	0.00%
Institutions Grant	19,052	19,052	0.00%
Subtotal	***742,734***	**742,734**	**0.00%**
Branch Support			
Clendenin	3,011	2,983	-0.93%
Cross Lanes	5,186	5,533	6.69%
Dunbar	46,376	46,666	0.63%
Elk Valley	5,162	5,326	3.18%
Glasgow	1,367	1,472	7.68%
Marmet	2,078	2,144	3.18%
St. Albans	62,002	63,017	1.64%
Sissonville	4,024	3,996	-0.70%
Subtotal	***129,206***	**131,137**	**1.49%**
Other			
Capital Reserve - Riverside	44,000	44,000	
Fines and Fees	80,000	85,000	6.25%
Interest	50,000	55,000	10.00%
Miscellaneous/Booksale	25,000	25,000	0.00%
Jacobson Fund	40,000	55,000	37.50%
Library Foundation	50,000	30,000	-40.00%
Subtotal	***289,000***	**294,000**	**1.73%**
GRAND TOTAL	***$5,233,133***	***$5,305,816***	**1.39%**

as of 3/04/98

KANAWHA COUNTY PUBLIC LIBRARY
1998/1999 BUDGET
EXPENDITURES

	1997/1998	1998/99	% INC/DEC
Salaries			
Full-time Professional	981,522	1,041,943	6.16%
Part-time Professional	19,270	0	-100.00%
Full-time Paraprofessionals	1,252,154	1,284,280	2.57%
Part-time Paraprofessionals	294,348	273,077	-7.23%
Substitute Professionals	7,000	7,000	0.00%
Substitute Paraprofessionals	78,500	78,500	0.00%
Overtime	3,700	3,000	-18.92%
Salaries Subtotal	**2,636,494**	**2,687,800**	**1.95%**
Benefits			
Drug and Alcohol Screening	1,200	1,200	0.00%
Education	4,500	4,500	0.00%
Employee Assistance Program	4,000	5,500	37.50%
Employee Parking	18,460	23,400	26.76%
Retirement	228,932	262,720	14.76%
FICA	201,235	203,810	1.28%
Health Insurance	325,000	301,350	-7.28%
Dental/Vision Insurance	25,052	25,100	0.19%
Disability Insurance	10,000	10,000	0.00%
Workers Compensation	16,590	18,100	9.10%
Unemployment Compensation	10,000	10,000	0.00%
Subtotal	**844,969**	**865,680**	**2.45%**
Salaries & Benefits Total	**3,481,463**	**3,553,480**	**2.07%**
Materials for Collection	775,000	796,500	2.77%
Reserve for Improved Collections	15,000	0	-100.00%
Collection Materials Tota	**790,000**	**796,500**	**0.82%**
Building and Equipment			
ADA Furniture/Equipment	4,000	0	-100.00%
Automation Equipment	16,117	10,000	-37.95%
Automation Repair & Maintenance	57,000	71,000	24.56%
Automation Software	15,000	17,000	13.33%
Building Repair & Maintenance	75,000	75,000	0.00%
Building Improvements	35,000	35,000	0.00%
Equipment Repair & Maintenance	10,071	10,300	2.27%
Equipment Purchase	49,000	49,000	0.00%
Rental, Equipment & Vehicle	1,000	1,200	20.00%
Vehicle, Gas & Oil	6,500	6,500	0.00%
Vehicle, Maintenance	10,800	10,800	0.00%
Vehicle, Purchase	0	25,000	0.00%
Computer Equipment	51,323	37,000	-27.91%
Copier Expenses	12,800	4,800	-62.50%
Rental Copier Expenses	9,650	9,650	0.00%
Uniforms	900	900	0.00%
Building & Equipment Su	**354,161**	**363,150**	**2.54%**

as of 3/04/98

Personnel			
Recruitment	2,500	2,500	0.00%
Training	0	26,000	0.00%
Travel & Training	32,500	12,000	-63.08%
Personnel Subtotal	**35,000**	**40,500**	**15.71%**
Public Relations			
Printing	13,000	16,300	25.38%
Programs	7,500	9,500	26.67%
Advertising	3,200	4,205	31.41%
Public Relations Subtotal	**23,700**	**30,005**	**26.60%**
Supplies			
Office Supplies	17,700	18,400	3.95%
Automation Supplies	10,000	10,500	5.00%
Library Supplies	50,000	54,100	8.20%
Housekeeping Supplies	12,000	12,300	2.50%
Supplies Subtotal	**89,700**	**95,300**	**6.24%**
Utilities			
Electricity	95,000	95,000	0.00%
Water	8,000	8,300	3.75%
Sewerage Treatment	4,400	4,700	6.82%
Natural Gas	10,000	10,000	0.00%
Fire Service Fee	750	750	0.00%
Telephone	51,500	51,031	-0.91%
Trash Removal	3,100	3,100	0.00%
Utilities Subtotal	**172,750**	**172,881**	**0.08%**
Other			
Collection Expense for Overdue Materi	2,500	2,500	0.00%
Duplicating Expenses	4,610	4,700	1.95%
Postage/Freight	60,049	64,000	6.58%
Refunds	1,400	2,000	42.86%
Memberships	2,900	2,900	0.00%
Audit	3,300	3,300	0.00%
Property and Casualty Insurance	28,000	29,000	3.57%
OCLC Cataloging Expense	27,000	29,000	7.41%
Miscellaneous	2,000	2,000	0.00%
Professional Fees	12,000	12,000	0.00%
Sales Tax	1,600	1,600	0.00%
Capital Expenditure - Riverside	44,000	44,000	0.00%
Booksale	17,000	17,000	0.00%
Other Subtotal	**206,359**	**214,000**	**3.70%**
Capital Reserve Fund	40,000	0	-100.00%
Contingency	40,000	40,000	0.00%
TOTAL	**$5,233,133**	**$5,305,816**	**1.39%**

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 23, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 23, 1998 at 4 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Sloan
Mrs. Chilton	Mr. Smith
Mrs. Hemmings	Mr. Stewart
Mr. Moss	Ms. Tarr
Mr. Ray	Mrs. Whitehead
Mrs. Rugeley	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Diana Grant, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Smith, seconded by Mrs. Chilton, and unanimously carried, the Minutes of the regular meeting held March 9, 1998 were approved as mailed.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February 1998. Included were the following:

Software has been purchased to measure the use of our web page. Over 30,000 hits were made between April 1997 and February 1998. The most popular part of the website beside the on-line catalog is the Reference Department's rolodex file of hard to find information. The use of the website by patrons to request materials has steadily increased; 160 requests were made in February. These requests are processed by the Circulation Department.

Preparations for this year's summer reading program are well underway. A workshop to preview program resources and to plan programs was conducted by Children's Services for branch library staff on February 4. The theme for this year's program is Creepy Crawlies.

Our collection of historical photographs of Charleston was the source of 28 photos that will be used as part of the decorations in the new Applebee's Restaurant in Kanawha City. The Reference Department initiated the use of American Business Disc, an on-line electronic business resource. Training for staff members was offered by a representative from SIRS, a new electronic subscription that specializes in social issues information. The Technical Services Department and Cross Lanes Branch staff members completed placing security strips in the current collection at the Cross Lanes Branch. The new branch will have a theft detection system.

A sampling of programs held during February included: Clendenin held a 20th birthday party with over 230 in attendance; Cross Lanes sponsored **a *Love Your Library*** fund raiser with the assistance of several businesses; Dunbar offered a ***History Alive*** program featuring Anne Spencer; Members of the Elk Valley staff participated in the annual ***Winter Festival*** at Elkview Middle School; Read Aloud Kanawha County offered a volunteer training session at the Glasgow Branch which was attended by six Volunteens who would like to read to younger children; Marmet Branch tried their first evening storytime which was attended by children in pajamas and staff members in some interesting slippers; Sissonville hosted a town meeting with members of the district's House of Delegates representatives.

Read Across America, a nationwide initiative by the National Education to focus on the importance of reading, was celebrated on March 2. The Charleston Library hosted First Lady Hova Underwood, Mayor Melton, Commissioner Carper, Superintendent of Schools Jorea Marple, and President of the Board of Education Pricilla Haden and several others who each read a book to classes of school children.

Report of Committees.

1. Membership Committee. Mrs. Chilton reported that the Membership Committee would like to recommend Mr. Lew Tyree to fill the vacancy on the Board left by Ms. Sandra Thomas. Background information on Mr. Tyree was mailed to each Board member prior to the March 23 Board Meeting. After discussion and upon a motion by Mrs. Chilton, seconded by Mr. Smith and unanimously carried, it was the decision of the Board to approve submitting Mr. Tyree's name to the Board of Education for consideration.

2. Building Committee. Mr. Moss explained the necessity of change orders during any building project. After discussion and upon a motion by Mr. Moss, seconded by Mr. Smith and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to transfer $40,000 from the Cross Lanes Library furniture and equipment line item to the construction line item; and

BE IT FURTHER RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to pay construction change orders for the Cross Lanes Library, with the approval of the Chair of the Building Committee, in an amount not to exceed $40,000.

Old Business:

1. Cross Lanes Update. Mr. Moss reported that we are still experiencing problems with the contractor. The meetings each Tuesday with the architect, contractor,

Dr. Ranson and himself are continuing and discussion will continue to take place until things are done according to the specifications. Pictures of the Cross Lanes building project were circulated around the table.

Mrs. Rugeley thanked Fred Ranson and Bruce Moss for their work on trying to make the contractor meet the contract specifications.

2. Sissonville Update. Dr. Ranson reported that he met with Superintendent Jorea Marple, and Chris Smith and Chuck Wilson from the Board of Education at the Sissonville site to discuss potential locations for the new Sissonville Library. All suggestions for a possible alternate location for the Library at the Flinn site were ruled out for various reasons. The Board of Education is proposing that the Library build a driveway not only to access the joint parking lot we would construct but it would go from Clearview Heights out to Route 21 and could be used by buses. It would be the Library's responsibility to keep the maintenance up on this road as it would be on our property. Dr. Ranson reported that we should have a site plan by the end of the week from the architects. As soon as we get the footprint on the site plan, the next step would be to hire a testing company to do soil drillings before we would commit to anything given the problems with the soil that were experienced in building the addition to Flinn several years ago.

New Business:

1. Meeting with Clendenin Board. Mrs. Rugeley reported that the Clendenin Board invited the Executive Committee to the Clendenin Library to discuss possible expansion of their library. Ms. Wright discussed the different options that were presented. Ms. Wright also noted that the Clendenin Board is willing to help raise funds. It was the consensus of the Board to investigate these options further. After discussion Mrs. Rugeley stated she will meet with Ms. Wright and Ms. Chilton to discuss the assignments that will be delegated to the different committees of the Board.

2. Public Library Association Conference Update. Ms. Wright and Ms. Tarr gave a brief update on their recent trip to the Public Library Association Conference in Kansas City. Ms. Wright reported that the Benton Foundation session she attended was extremely interesting. She pointed out a few of the highlights from that particular session. Diana Grant will type up notes from that session and distribute them to the members of the Board. Ms. Tarr reported she enjoyed the opportunity to represent the Board. People she talked to were impressed that a Board member, the Library Director and four staff members from our system attended this conference. Ms. Tarr briefly gave an update on three different sessions she attended and stated that each was very informational.

The next Board meeting is scheduled for April 13, 1998 at 4 p.m. "We've Got the Fire" event will be held April 18, 1998 at the Charleston Library. Mrs. Rugeley encouraged everyone to sell their tickets.

Mrs. Hemmings reported that Terry Mullins', Extension Department Head, attendance at the Benedum Foundation Meeting was a very positive asset to Riverside's development. She also reported the Library's Reference Department was providing a basic information session on foundation materials that might assist in the fundraising efforts of the Friends of Riverside group.

There being no further business, the meeting was adjourned.

Virginia H. Rugeley
President

Linda L. Knight
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 13, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 13, 1998 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Glasser	Ms. Sloan
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Mr. Walters
Mrs. Poffenbarger	Mrs. Whitehead
Mrs. Rugeley	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager and Ms. Diana Grant, Administrative Assistant. Special guest: Mr. Tom Worlledge of Silling Associates, Inc.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the Minutes of the regular meeting held March 23, 1998 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Moss, seconded by Mr. Walters, and unanimously carried, the payment of Book Bills in the amount $71,805.09 and General Bills in the amount of $274,175.27 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $13,516.36 duly certified and approved in accordance with the bylaws and on motion of Mr. Moss seconded by Mr. Walters, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Old Business:

1. Cross Lanes Update. Mr. Moss briefly discussed the background of problems that have arisen to date with the contractor for the Cross Lanes Branch Library. He then introduced Mr. Tom Worllege of Silling Associates, Inc., the architect for the project, and asked him to give his perspective on the situation.

Mr. Worllege explained that the contractor feels the work on the building is substantially complete. Silling Associates, Inc. has compiled a lengthy list of deviations or things that need taken care of before the contract is complete. Mr. Worllege discussed some of those items and answered questions.

After much discussion and upon a motion by Mr. Moss, seconded by Mr. Kauffelt and unanimously carried the following resolutions were approved:

RESOLVED, That the Board authorizes the Library Director to direct the architect for the Cross Lanes Branch Library project, Silling Associates, Inc.: (i) to reject the curbing installed at the project and to pursue arrangements to have the curbing satisfactorily completed, (ii) to notify Dursco Contractors, Inc. that the Library expects all items on the architect's punch list to be brought into compliance with building specifications and (iii) to make recommendations to the Library Board regarding payments and penalties under the contract with Dursco Contractors, Inc.

RESOLVED, That 10% of the cost of the concrete floor slab as determined by the architect will be withheld due to failure to meet specifications when the floor was poured.

After further discussion and upon a motion by Mrs. Glasser, seconded by Mr. Kauffelt the following resolution was adopted:

RESOLVED, That the bonding company be immediately notified by Silling Associates, Inc. of the problems we are having with the contractor.

Mrs. Rugeley thanked Fred Ranson, Mr. Moss and Mr. Worllege for all their hard work and efforts with this project.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March. Included were the following:

The Audiovisual Department completed the work needed to establish music cassette rotating collections for the branch libraries and bookmobile. This work included recataloging and in some instances new cases were provided. The Audiovisual Department now maintains rotating collections for videos, books-on-cassette, music CD's and the music cassettes. This allows these formats to be available to the public at the branches and to have a routine way of brining new materials to these locations yet only have to use the same amount of shelf space - a very important factor as we have so many places in cramped quarters.

The Children's Department hosted Read Aloud of Kanawha County's reception for the winners of Read Aloud's author month art contest. Over 180 people attended this reception.

In our efforts to improve communication skills trainer Mark Isabella met with supervisory staff to review exercises they can use in staff meetings to work on various aspects of communication skills.

It is truly a smaller world when the Reference Department in a library in Charleston WV receives a fax from a Japanese TV program asking for a newspaper article about the man who physically split his house in two.

KCPL was selected as one of 35 sites nationally to participate in the training for and subsequently conducting a reading and discussion series focusing on biography.

Richard Ressmeyer, Development Officer, and Yvonne Farley of the Reference Department compiled this successful application.

A very nice article about KPCL's webpage appeared in the Sunday, March 29 edition of the paper. As a result we have received a number of favorable comments from the public. Use of the site increased by over 15% the week after the article appeared.

Report of Committees.

1. Financial Affairs Committee. Ms. Wright stated that due to the soil conditions at the Sissonville site, a determination has been made to move the building from its original point to a slightly different angle. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Walters and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are authorized to work with the architect Silling Associates, Inc. to determine the best placement for the new Sissonville Branch Library on the proposed site; and

FURTHER RESOLVED, That Library Director and Administrative Services Officer be authorized to have core sampling of the site completed in an amount not to exceed $10,000.

Ms. Wright reported that due to an unexpected 22% health insurance increase beginning July 1, 1998, the preliminary budget presented at the March meeting has been changed to reflect this increase. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Walters and unanimously carried the attached budget for fiscal year 1998/99 was approved.

2. Membership Committee. Mrs. Rugeley announced that three Board members terms are expiring: Mrs. Sloan, Mrs. Poffenbarger and Mr. Stewart. Mrs. Sloan

has decided to step down from the Board but has agreed to continue to serve on the standing committees she currently is on. Mrs. Rugeley thanked Mrs. Sloan for her enthusiasm, devotion, good attendance record and years of service.

Mrs. Poffenbarger reported that the Membership Committee has selected Ms. Sandra Graff to fill vacancy left by Mrs. Sloan. After discussion and upon a motion by Mr. Walters, seconded by Mrs. Glasser, the recommendation to submit Ms. Sandra Graff, Ms. Susan Poffenbarger and Mr. David Stewart's names to the Board of Education for consideration for terms of office ending June 30, 2004 was unanimously carried.

New Business:

1. National Library Volunteer Week recognition. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

WHEREAS, April 19 - 25, 1998 is celebrated as both National Volunteer Week and National Library Week; and

WHEREAS, Read Aloud of Kanawha County is a volunteer group formed in 1987 that has as its mission to introduce children to the pleasures of reading and to nurture a lifelong love of reading; and

WHEREAS, Read Aloud of Kanawha County has worked with the Kanawha County Public Library in numerous ways that have resulted in a constant reinforcement of the important role libraries play in encouraging a love of reading in children;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library system in recognition of National Volunteer Week extends its deepest appreciation to Read Aloud of Kanawha County for all their efforts, both singly and in

partnership with Libraries, to introduce children to the lifelong joys and benefits of reading.

2. National Library Week. Ms. Wright reported that Mrs. Rugeley will be sending a letter to each staff member along with the following resolution. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Tarr, and unanimously carried, the following resolution was adopted:

WHEREAS, April 19-25, 1998 is celebrated as National Library Week, and

WHEREAS, each day of the year the knowledge, energy, creativity, reliability and dedication of the staff members of the Kanawha County Public Library system provide a life-enriching variety of library services to thousands of Kanawha County and surrounding communities citizens of all ages and circumstances, and

WHEREAS, the Board of Directors of the Kanawha County Public Library system are pleased to take this occasion to commend the outstanding work of the staff of the Kanawha County Public Library system,

THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system in recognition of National Library Week extends this special acknowledgment and appreciation to all members of the Library staff for their work in delivering high quality library services to the citizens of Kanawha County and surrounding communities.

3. Discussion of areas of information about the Charleston Library that Board members would like to have presented at the May meeting.

It was the consensus of the Board to have, in a panel format, representatives from various agencies interested in the downtown Charleston area speak at the May Board Meeting about suggestions, concerns, and questions they may have about the future location of the Charleston Library. Representatives from Center for the Arts and Science, Charleston Renaissance, BIDCO, Charleston Urban Renewal Authority, Charleston Chamber of Commerce, City of Charleston and the Kanawha County Commission will be invited along with Brooks McCabe. These representatives will be asked to attend either the May or June Board meetings.

4 Announcements. Mrs. Rugeley announced there is a dialog meeting with the Board of Education on April 14 at 7 p.m. in the Board Room of the Library. Ms. Wright noted that everyone should have copies of the Benton Foundation notes from the Public Library Association conference she attended. Board members were encouraged to solicit ticket sales for the upcoming Foundation event.

There being no further business, the meeting was adjourned.

Virginia W. Rugeley
President

Linda S. Wright
Secretary

KANAWHA COUNTY PUBLIC LIBRARY
1998/1999 BUDGET
INCOME

	1997/1998	1998/1999	% INC/DEC
Levying Authorities			
Board of Education	1,715,749	1,743,893	1.64%
County Commission	1,715,749	1,743,893	1.64%
City of Charleston	640,695	650,159	1.48%
Subtotal	***4,072,193***	**4,137,945**	**1.61%**
State Grants			
Grant In Aid (@ 3.813 per capita)	718,544	718,544	0.00%
Nitro Administrative Fee	5,138	5,138	0.00%
Institutions Grant	19,052	19,052	0.00%
Subtotal	***742,734***	**742,734**	**0.00%**
Branch Support			
Clendenin	3,011	2,983	-0.93%
Cross Lanes	5,186	5,533	6.69%
Dunbar	46,376	46,666	0.63%
Elk Valley	5,162	5,326	3.18%
Glasgow	1,367	1,472	7.68%
Marmet	2,078	2,144	3.18%
St. Albans	62,002	63,017	1.64%
Sissonville	4,024	3,996	-0.70%
Subtotal	***129,206***	**131,137**	**1.49%**
Other			
Capital Reserve - Riverside	44,000	44,000	
Fines and Fees	80,000	85,000	6.25%
Interest	50,000	55,000	10.00%
Miscellaneous/Booksale	25,000	25,000	0.00%
Jacobson Fund	40,000	55,000	37.50%
Library Foundation	50,000	30,000	-40.00%
Subtotal	***289,000***	**294,000**	**1.73%**
GRAND TOTAL	***$5,233,133***	***$5,305,816***	**1.39%**

as of 4/10/98

KANAWHA COUNTY PUBLIC LIBRARY
1998/1999 BUDGET
EXPENDITURES

Salaries	1997/1998	1998/99	% INC/DEC
Full-time Professional	981,522	1,020,501	3.97%
Part-time Professional	19,270	0	-100.00%
Full-time Paraprofessionals	1,252,154	1,284,280	2.57%
Part-time Paraprofessionals	294,348	273,077	-7.23%
Substitute Professionals	7,000	7,000	0.00%
Substitute Paraprofessionals	78,500	78,500	0.00%
Overtime	3,700	3,000	-18.92%
Salaries Subtotal	**2,636,494**	**2,666,358**	**1.13%**
Benefits			
Drug and Alcohol Screening	1,200	1,200	0.00%
Education	4,500	4,500	0.00%
Employee Assistance Program	4,000	5,500	37.50%
Employee Parking	18,460	23,400	26.76%
Retirement	228,932	262,720	14.76%
FICA	201,235	203,810	1.28%
Health Insurance	325,000	322,792	-0.68%
Dental/Vision Insurance	25,052	25,100	0.19%
Disability Insurance	10,000	10,000	0.00%
Workers Compensation	16,590	18,100	9.10%
Unemployment Compensation	10,000	10,000	0.00%
Subtotal	**844,969**	**887,122**	**4.99%**
Salaries & Benefits Total	**3,481,463**	**3,553,480**	**2.07%**
Materials for Collection	775,000	796,500	2.77%
Reserve for Improved Collections	15,000	0	-100.00%
Collection Materials Tota	**790,000**	**796,500**	**0.82%**
Building and Equipment			
ADA Furniture/Equipment	4,000	0	-100.00%
Automation Equipment	16,117	10,000	-37.95%
Automation Repair & Maintenance	57,000	71,000	24.56%
Automation Software	15,000	17,000	13.33%
Building Repair & Maintenance	75,000	75,000	0.00%
Building Improvements	35,000	35,000	0.00%
Equipment Repair & Maintenance	10,071	10,300	2.27%
Equipment Purchase	49,000	49,000	0.00%
Rental, Equipment & Vehicle	1,000	1,200	20.00%
Vehicle, Gas & Oil	6,500	6,500	0.00%
Vehicle, Maintenance	10,800	10,800	0.00%
Vehicle, Purchase	0	25,000	0.00%
Computer Equipment	51,323	37,000	-27.91%
Copier Expenses	12,800	4,800	-62.50%
Rental Copier Expenses	9,650	9,650	0.00%
Uniforms	900	900	0.00%
Building & Equipment Su	**354,161**	**363,150**	**2.54%**

as of 4/10/98

Personnel			
Recruitment	2,500	2,500	0.00%
Training	0	26,000	0.00%
Travel & Training	32,500	12,000	-63.08%
Personnel Subtotal	**35,000**	**40,500**	**15.71%**
Public Relations			
Printing	13,000	16,300	25.38%
Programs	7,500	9,500	26.67%
Advertising	3,200	4,205	31.41%
Public Relations Subtotal	**23,700**	**30,005**	**26.60%**
Supplies			
Office Supplies	17,700	18,400	3.95%
Automation Supplies	10,000	10,500	5.00%
Library Supplies	50,000	54,100	8.20%
Housekeeping Supplies	12,000	12,300	2.50%
Supplies Subtotal	**89,700**	**95,300**	**6.24%**
Utilities			
Electricity	95,000	95,000	0.00%
Water	8,000	8,300	3.75%
Sewerage Treatment	4,400	4,700	6.82%
Natural Gas	10,000	10,000	0.00%
Fire Service Fee	750	750	0.00%
Telephone	51,500	51,031	-0.91%
Trash Removal	3,100	3,100	0.00%
Utilities Subtotal	**172,750**	**172,881**	**0.08%**
Other			
Collection Expense for Overdue Materi	2,500	2,500	0.00%
Duplicating Expenses	4,610	4,700	1.95%
Postage/Freight	60,049	64,000	6.58%
Refunds	1,400	2,000	42.86%
Memberships	2,900	2,900	0.00%
Audit	3,300	3,300	0.00%
Property and Casualty Insurance	28,000	29,000	3.57%
OCLC Cataloging Expense	27,000	29,000	7.41%
Miscellaneous	2,000	2,000	0.00%
Professional Fees	12,000	12,000	0.00%
Sales Tax	1,600	1,600	0.00%
Capital Expenditure - Riverside	44,000	44,000	0.00%
Booksale	17,000	17,000	0.00%
Other Subtotal	**206,359**	**214,000**	**3.70%**
Capital Reserve Fund	40,000	0	-100.00%
Contingency	40,000	40,000	0.00%
TOTAL	**$5,233,133**	**$5,305,816**	**1.39%**

as of 4/10/98

Kanawha County Schools
200 Elizabeth Street, Charleston, West Virginia 25311-2119 • Phone (304) 348-7732 • FAX [304] 348=1934
Jorea Marple, Ed.D., Superintendent

RECEIVED
MAY 0 4 1998
DIRECTOR'S OFFICE

April 28, 1998

Mrs. Linda Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

Dear Mrs. Wright:

In compliance with your request of April 7, 1998, the Kanawha County Board of Education took the following action in its Regular Session held on Thursday, April 23, 1998:

> Mrs. Cheryle M. Hall moved: That the Board approve the appointment of Mr. Lew Tyree to serve as a member of the Kanawha County Public Library Board of Directors to fill the term of a vacant position which expires June 30, 2001, as requested by the Board of Directors at its meeting of March 23, 1998. Motion was seconded by Mrs. Priscilla M. Haden and unanimously carried.

Should additional information be necessary, please do not hesitate to give me a call.

Sincerely,

Jorea M. Marple, Ed.D.
Superintendent of Schools

bje
cc: Board of Education Members

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 11, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 11, 1998 at 3:15 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Rugeley
Mrs. Chilton	Mrs. Sloan
Mrs. Glasser	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mrs. Poffenbarger	Mr. Tyree
Mr. Ray	Mr. Walters
Mr. Rolston	Mrs. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager and Ms. Diana Grant, Administrative Assistant.

New Board member, Mr. Lew Tyree, was introduced to the Board.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Walters, seconded by Mr. Tyree, and unanimously carried, the Minutes of the regular meeting held April 13, 1998 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Mrs. Glasser, and unanimously carried, the payment of Book Bills in the amount $75,401.96 and General Bills in the amount of $135,909.56 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,811.79 duly certified and approved in accordance with the bylaws and on motion of Mrs. Chilton, seconded by Mrs. Glasser, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of April. Included were the following:

A number of staff members attended the Spring Workshop of the West Virginia Library Association. Karen Arnett participated in a session on creating a technology plan. Elizabeth Fraser, Assistant Head of Reference and Richard Ressmeyer presented a session on fundraising.

Karen Arnett attended the VTLS International Users Group meeting in Blacksburg. Karen is on the executive board of this group.

The Automation Department held 12 computer training sessions during April that were attended by 76 staff members.

The Technical Services Department really, really was a place of great activity during April. They processed 6900 items which exceeded their monthly previous record by over 1500 items. Also a record amount of orders were placed, $114,000.

Significant efforts were made this month to begin promotion of the upcoming Summer Reading Program. Patty Bergeron, Children's Branch programmer, presented a program entitled "Slugs, Bugs and other Ugs" at 10 locations to an estimated 1,375 students and teachers.

The Bookmobile made a special visit to Thomas Memorial Hospital to participate in their Annual Health and Safety Fair on Saturday, April 4. Approximately 500 people visited the Bookmobile. The Library Lynx made its appearance and visited the pediatric floor.

During April I began a round of visits to staff meetings to talk about next years budget and the status of our various building projects. Mrs. Rugeley and I attended branch advisory board meetings at Dunbar and St. Albans. I attended the Board meeting of Read Aloud Kanawha County to present the resolution of appreciation adopted at the April Board meeting. The joint luncheon the library co-sponsored with the University Builders at the University of Charleston was quite successful with 145 people in attendance to hear author Elizabeth Forsythe Hailey.

On Saturday evening, May 9 Mrs. Rugeley was one of 4 women honored at the 75th anniversary celebration of Junior League of Charleston. Each person honored selected a non-profit organization to receive a donation. Mrs. Rugeley selected the Library Foundation and as a result over $4200 will be used for materials and programs to reach children at risk.

Report of Committees:

1. Personnel Committee. Dr. Bailey reported that the Personnel Committee met to discuss the retroactive enrollment in the Defined Contribution Retirement System for staff member Susanna Holstein. After discussion and upon a motion made by the Personnel Committee, seconded by Mrs. Chilton, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director be authorized to use up to $32,000 from the unencumbered fund balance to cover the retirement benefits of staff member, Susanna Holstein.

Old Business:

1. We've Got The Fire report. Ms. Wright reported that approximately 90 people were in attendance at the "We've Got the Fire" event. Despite a good speaker and a significant public relations effort the Foundation incurred a loss of $1,341. Richard Ressmeyer, Development Director, has organized staffing by volunteers of a welcome table in various Charleston departments to talk about Friends membership. Dates and times were included in the packet of information for all Board members. Mrs. Rugeley gave a brief background of the "We've Got the Fire" event for Mr. Tyree.

2. Sissonville. Ms. Wright made the announcement that the Sissonville Library has been awarded a challenge grant from The Greater Kanawha Valley Foundation, similar to the one we successfully completed for Cross Lanes. The Greater Kanawha Valley Foundation will give the Library Foundation one dollar for every two dollars raised up to $50,000 from businesses, corporations, or individual donations beginning March 27, 1998 and ending June 30, 1999. Donations from charitable foundations will not be included in this challenge grant. Ms. Wright reported that a couple in the Sissonville area pledged $1,000 if another $1,000 is raised in the community during the month of May.

3. Cross Lanes. *Special Guests*: Mr. Chris Winton, attorney at Payne Loeb & Ray, Mr. Tom Worllege and Mr. Jim Carney, architects from Silling Associates, Inc.

Mrs. Rugeley gave an overview of the Cross Lanes situation and introduced Mr. Chris Winton, Mr. Tom Worlledge and Mr. Jim Carney to the Board members so that they could give their perspective of the situation that has arisen with Dursco Contractors.

Mr. Winton reported that Mr. Daniels, Dursco Contractor's attorney, approached him with a tolling agreement. This agreement is to suspend the penalties of the construction contract and allows information to be gathered and discussions to occur to resolve the situation. This agreement, if approved by the Board, would be in effect from the date of signing through June 12.

Mr. Worlledge reviewed with the Board a list of contract deficiencies. After discussing the options available and upon a motion by Mr. Walters, seconded by Dr. Bailey the following resolution was approved with eight Board members in favor and three opposing:

> RESOLVED, That the Library enter into the tolling agreement until June 12 so that there is a period of time to gather data needed to make an informed decision and that the Library Director be authorized to sign the tolling agreement.

Mr. Kauffelt moved to amend the motion to remove from the tolling agreement any obligation to make payments due to the contractor in the 30 days because of uncertainty of costs and funds that would be needed to repair the problems. Mrs. Glasser seconded the motion. The motion failed with three in favor of the amended version and eight opposing the amended version.

Upon a motion from Mr. Ray, seconded by Mrs. Glasser and unanimously carried it was the decision of the Board to authorize the officers of the Board to negotiate as needed during the tolling period and to bring recommendations to the Board for consideration.

New Business.

1. West Virginia Library Commission. Ms. Wright reported that the West Virginia Library Commission has hired Himmel & Wilson, Library Consultants, to perform a study of and make recommendations to the West Virginia Library Commission with regard to library services as they are delivered to citizens of West Virginia and the role of the West Virginia Library Commission in delivering those services. The Board received a list of dates and times that the Focus Group Meetings will take place. Board members were encouraged to attend the meeting at the South Charleston Public Library on June 12 from 1 -3 p.m.

There being no further business, the meeting was adjourned.

Virginia H. Rugeley
President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 8, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 8, 1998 at 3:15 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Sloan
Mr. Kauffelt	Mr. Smith
Mr. Ray	Mrs. Whitehead
Mr. Rolston	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager and Ms. Diana Grant, Administrative Assistant.

Mr. T. D. Kauffelt, Second Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Smith, seconded by Mr. Rolston, and unanimously carried, the Minutes of the regular meeting held May 11, 1998 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Dr. Bailey, seconded by Mr. Rolston, and unanimously carried, the payment of Book Bills in the amount $65,367.71 and General Bills in the amount of $158,017.10 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $885.79 duly certified and approved in accordance with the bylaws and on motion of Dr. Bailey, seconded by Mr. Rolston, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of May. Included were the following:

A children's librarian has been hired for the Charleston Library. Diane Cheshire will begin her new position on June 15. She comes to us from Arkansas.

A series of leadership training sessions for supervisors has been initiated. These mostly monthly sessions will continue through March 1999. The sessions are being conducted by trainer, Mark Isabella.

A number of information and training sessions were held for teens interested in volunteering this summer. Attendance at one of these sessions is required of all teens and their parents.

A large amount of attention was given in May to promoting the summer reading program and to finalizing preparations for this major program. The program will run from June 6 until the end of July. A number of good programs have been planned.

The Sissonville community has enthusiastically and successfully met the $1000 challenge from the Montgomery family during May. The most unique fund raising effort during the month was the sale of art done by students at Sissonville High School. This project raised more than $500 for the building campaign.

Ms. Wright reminded Board members about consultants, Himmel & Wilson, coming to South Charleston Public Library on June 12 at 1:00 p.m

Report of Committees:

1. Executive Committee Mr. Kauffelt reported that the tolling agreement with Dursco Contractors Inc. will expire June 12. After discussion, Dr. Bailey moved that the Executive Committee have the flexibility to extend the tolling agreement at their discretion. Mrs. Sloan seconded the motion and it was unanimously carried.

2. Financial Affairs Committee.

a. Non-appropriated receipts. A list of non-appropriated receipts in the amount of $508,607.76 was identified, explained and is hereby attached to the minutes of the meeting. Upon a motion from the Committee by Mr. Smith, seconded by Mrs. Sloan and that was unanimously carried, the following resolution was adopted:

RESOLVED, That the 1997-98 budget be amended to reflect non-appropriated receipts of $508,607.76 as submitted to this meeting and any additional money received between this date and June 30, 1998.

b. Sissonville Contribution. After discussion, and upon a motion from the Committee by Mr. Smith, seconded by Mrs. Sloan, and that was unanimously carried, the following resolution was adopted:

RESOLVED, That in lieu of the fiscal year 1998-99 contribution from the

Sissonville Branch Advisory Board, that the Sissonville Board be permitted for this fiscal year to donate a like amount to the Library Foundation for the Sissonville Building project.

Old Business:

1. Special Meeting. Ms. Wright reminded everyone that there will be a Special Board Meeting on Monday, June 15, 1998 to discuss issues related to Cross Lanes Library building project.

New Business.

1. West Virginia Library Commission Grant. Ms. Wright reported that the West Virginia Library Commission has developed a general plan as to how to use the 1.2 million dollars one-time supplemental appropriation from lottery funds. After discussion, Mr. Smith moved that Mr. Kauffelt be authorized to execute a grant form with the West Virginia Library Commission to accept the $131,150 grant for Kanawha County. Mr. Rolston seconded, and the motion unanimously carried.

2. Resolution of Appreciation of Service. Ms. Wright read the following resolution and gave background information on Victoria Cox. Upon a motion by Dr. Bailey, seconded by Mrs. Sloan, and unanimously carried the following resolution was adopted:

WHEREAS, Victoria Cox was employed by the Kanawha County Public Library system from November 13, 1972 through May 27, 1998; and

WHEREAS, Victoria Cox fulfilled the responsibilities of her position in the Reference Department of the Charleston Library with great diligence, loyalty, integrity and competence;

NOW, THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation the more than twenty-five years of dedicated and able service rendered by Victoria Cox.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Victoria Cox.

3. Appointment of Nominating Committee. Mr. Kauffelt reported that Mrs. Rugeley was appointing Susan Poffenbarger, Nelle Chilton and Cookie Glasser as the Nominating Committee. This Committee will consider and recommend nominations for the election of officers at the annual meeting to be held in July. Susan Poffenbarger will chair the committee.

4. Date of Annual Meeting.

The two dates selected to choose from for the annual meeting are:

Friday, July 10 at 2 p.m. at Dunbar Branch

Monday, July 13 at 2 p.m. at Dunbar Branch

Ms. Wright will poll the Board members to see which date will work best for the majority of the members of the Board.

There being no further business, the meeting was adjourned to the 3rd floor Ray Room to meet with area representatives from various agencies interested in downtown Charleston to begin a dialog on the future options for the Charleston location.

Second Vice President

Secretary